

# **GeoScout Final RFP**

**7 January 2003**

## **Contract Data Requirements List (CDRL)**

**DD Form 1423s and Data Item Descriptions (DID)  
for CDRLs A001-A018**

APPROVED FOR RELEASE ☐  
DATE: 15-Apr-2010

This document includes the following updates since the 20 Dec 2002 CDRL/DID Draft:

| CDRL | Title                         | Change                                                       |
|------|-------------------------------|--------------------------------------------------------------|
| A004 | Business Case                 | Aligned schedule for First Submission with SOW               |
| A005 | Block Implementation Plan     | Aligned schedule for First Submission with SOW ; revised DID |
| A006 | Interface Plans and Processes | Corrected typographical error                                |
| A010 | Cost Performance Report       | Corrected page alignment of DID                              |
| A012 | Contract Funds Status Report  | Corrected page alignment of DID                              |

# INSTRUCTIONS FOR COMPLETING DD FORM 1423

(See DoD 5010.12-M for detailed instructions.)

## FOR GOVERNMENT PERSONNEL

- Item A.** Self-explanatory.
- Item B.** Self-explanatory.
- Item C.** Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "Provisioning," "Configuration Management," etc.
- Item D.** Enter name of system/item being acquired that data will support.
- Item E.** Self-explanatory (to be filled in after contract award).
- Item F.** Self-explanatory (to be filled in after contract award).
- Item G.** Signature of preparer of CDRL.
- Item H.** Date CDRL was prepared.
- Item I.** Signature of CDRL approval authority.
- Item J.** Date CDRL was approved.
- Item 1.** See DoD FAR Supplement Subpart 4.71 for proper numbering.
- Item 2.** Enter title as it appears on data acquisition document cited in Item 4.
- Item 3.** Enter subtitle of data item for further definition of data item (optional entry).
- Item 4.** Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5010.12-L (AMSDL), or one-time DID number, that defines data content and format requirements.
- Item 5.** Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number).
- Item 6.** Enter technical office responsible for ensuring adequacy of the data item.
- Item 7.** Specify requirement for inspection/acceptance of the data item by the Government.
- Item 8.** Specify requirement for approval of a draft before preparation of the final data item.
- Item 9.** For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref. DoDD 5230.24).
- Item 10.** Specify number of times data items are to be delivered.
- Item 11.** Specify as-of date of data item, when applicable.
- Item 12.** Specify when first submittal is required.
- Item 13.** Specify when subsequent submittals are required, when applicable.
- Item 14.** Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.
- Item 15.** Enter total number of draft/final copies to be delivered.
- Item 16.** Use for additional/clarifying information for Items 1 through 15. Examples are: Tailoring of documents cited in Item 4; Clarification of submittal dates in Items 12 and 13; Explanation of reproducible copies in Item 14.; Desired medium for delivery of the data item.

## FOR THE CONTRACTOR

**Item 17.** Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.

**a. Group I. Definition** - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

**b. Group II. Definition** - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

**c. Group III. Definition** - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.

**d. Group IV. Definition** - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

**Item 18.** For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | B. EXHIBIT<br>TBD                            |                                               | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> |                                   |         |  |                |   |
| D. SYSTEM/ITEM<br>GEOSCOUT PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |                                              | E. CONTRACT/PR NO.                            |                                                   | F. CONTRACTOR<br>TBD              |         |  |                |   |
| 1. DATA ITEM NO.<br>A001                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               | 2. TITLE OF DATA ITEM<br>Data Accession List |                                               |                                                   | 3. SUBTITLE                       |         |  |                |   |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-MGMT-81453                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |                                              | 5. CONTRACT REFERENCE<br>SOW Paragraph 4.1.13 |                                                   | 6. REQUIRING OFFICE<br>NIMA/A     |         |  |                |   |
| 7. DD 250 REQ<br>NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 9. DIST STATEMENT<br>REQUIRED | 10. FREQUENCY<br>SEE ITEM 16                 | 12. DATE OF FIRST SUBMISSION<br>1 OCT 2003    | 14. DISTRIBUTION                                  |                                   |         |  |                |   |
| 3. APP CODE<br>NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                               | 11. AS OF DATE<br>N/A                        | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16   | a. ADDRESSEE                                      | b. COPIES<br>draft reg final repr |         |  |                |   |
| 16. REMARKS<br><br>Item 10: This CDRL is to be maintained current by the contractor in softcopy and be accessible and printable via the Contractor's Integrated Data Environment (IDE). A record copy shall be delivered to the Government monthly.<br><br>Item 13: Subsequent updates will be based on the NIMA approved contract schedule and in accordance with instructions in Item 10 above.<br><br>Item 14: 1 hardcopy and 1 softcopy. Deliveries shall be in accordance with Item 10 above. |                               |                                              |                                               | NIMA/A (T. ANDERS)                                |                                   |         |  |                |   |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |                                              |                                               | J. DATE                                           |                                   |         |  |                |   |

17. PRICE GROUP

18. ESTIMATED  
TOTAL PRICE

\$0.00



## DATA ITEM DESCRIPTION

### Data Accession List (DAL)

1. TITLE: Data Accession List (DAL)

2. IDENTIFICATION NUMBER: DI-MGMT-81453

3. DESCRIPTION/PURPOSE:

3.1. The purpose of the Data Item Description (DID) is to provide an accession list which is an index of data that may be available for request. It is a medium for identifying contractor internal data which have been generated by the contractor in compliance with the work effort described in the Statement of Work (SOW).

4. APPROVAL DATE:

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

6a. DTIC APPLICABLE: Not Applicable

6b. GIDEP APPLICABLE: Not Applicable

7. APPLICATION/INTERRELATIONSHIP:

7.1. This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2. This data item is not a substitute for standard data requirements that are contractually applied.

7.3. This DID supersedes DI-A-3027A.

8. APPROVAL LIMITATION: Not Applicable

9a. APPLICABLE FORMS: Not Applicable

9b. AMSC NUMBER: F7106

10. PREPARATION INSTRUCTIONS:

10.1. Format. Contractor format is acceptable.

10.2. Content. The Data Accession List (DAL) shall specify internally generated data and computer software used by the contractor to develop, test and manage the program. The format and content of the data listed on the DAL shall be prepared by the contractor to document compliance with the SOW task requirements.

10.2.1. The list shall include the identification number, title which shall describe content, security classification, and in-house release date.

a. The list shall also identify the Government Rights to the data using the following codes:

"UR" = Unlimited Rights

Data Accession List

"LR" = Limited Rights

"RR" = Restricted Rights (Computer Software only)

11. DISTRIBUTION STATEMENT: DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

|                                  |                   |                                                   |
|----------------------------------|-------------------|---------------------------------------------------|
| A. CONTRACT LINE ITEM NO.<br>TBD | B. EXHIBIT<br>TBD | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> |
|----------------------------------|-------------------|---------------------------------------------------|

#### 17. PRICE GROUP

|                              |  |
|------------------------------|--|
| 18. ESTIMATED<br>TOTAL PRICE |  |
|------------------------------|--|

\$0.00

Item 14: After the First Submission, each Subsequent Submission shall have drafts delivered 90 days prior to work initiation for a developmental Block with the final due 30 days prior to the work initiation. Both draft and final deliveries shall be 5 hardcopy and 3 CDs.

|             |         |                |         |
|-------------|---------|----------------|---------|
| PREPARED BY | H. DATE | I. APPROVED BY | J. DATE |
|-------------|---------|----------------|---------|

## Data Item Description

Title: NSGI System Transition Plan (NSTP)

Number: DI-AP-NSGI-A002  
NIMA Office Responsible: AP

Approval Date:

Use/relationship: The purpose of the NSGI System Transition Plan (NSTP) is to support key decisions to be made by NSGI stakeholders. The NSGI System Transition Plan shall address all aspects of NIMA's transformation from the current as-is system view to the to-be system view and shall be consistent with the Government's corporate and mission needs, and block priority sequencing.

The NSTP will be used to support mitigation of the risks associated with moving from the current NSGI baseline to the Enterprise Architecture (EA). It will include transition to a new Enterprise Architecture, implementation of Business Process Reengineering (BPR), and systems engineering process improvement. It will also focus on items necessary to ensure identification and mitigation of risks associated in transitioning from system development to deployment in operational environments and cells. More detail will be provided for the next, approved block.

The NSTP shall be iteratively updated with each approved Block, as described in the block-level Business Cases (CDRL A004) and Implementation Plans (CDRL A005). The NSTP shall drive the corresponding Life Cycle Cost Estimate (LCCE) (CDRL A003) and support the annual NIMA POM and budget development efforts.

The Government will use the NSTP and the LCCE to support long-term planning, strategy development, and Program Objective Memorandum (POM) development and justification. The quality of the NSTP will have a direct bearing on the Government's ability to plan for and acquire resources to support the Transformation of the NSGI.

Proposed Data Item Description (DID): One time DID - NSGI System Transition Plan (NSTP)

Requirements:

1. Format: The reports will be in contractor's format.
2. Content: The report will contain the following:

The NSTP shall contain descriptions for each major event associated with the transition plan and shall incorporate relevant events from the GeoScout contractor-maintained system view of the Enterprise Architecture, the block Implementation Plan (CDRL A005), the Business Process Plan (CDRL A007), and the Interface Plans and Processes (CDRL A006).

The period of time coverage will be from GeoScout Contract Award to the end of the fiscal year TBD.

## SECTION 1 INTRODUCTION

### 1.1 PURPOSE

Identify the document and state its intended audience and purpose relative to program objectives.

### 1.2 SCOPE

Define the scope of this document relative to other project activities and documents.

### **1.3 OVERVIEW**

Provide an overview of the document describing what information is contained within each section. The NSTP will include an Executive Summary that overviews and summarizes key information contained in the document.

### **SECTION 2 REFERENCED DOCUMENTS**

List the documents referenced from other sections of this document, including their name, revision, date, and source.

### **SECTION 3 SUMMARY DESCRIPTION**

Provide summary of the major events for transition from the as-is to the to-be Enterprise Architecture, highlighting critical events, high-level dependencies, and sequencing. In particular, focus on the transition of heritage and legacy capabilities into the to-be architecture.

### **SECTION 4 NSGI SYSTEM TRANSITION PLAN (NSTP)**

The NSTP shall be consistent with and aligned where appropriate with the system view of the Enterprise Architecture and provide temporal views of capabilities corresponding to blocks and spirals. The NSTP shall include cross-references with other relevant GeoScout data and documentation such as risk assessments, Program Management Plan, and the block-level Business Cases and Implementation Plans, Life Cycle Cost Estimate, and the BPR Plan.

Events described/documented in the NEATP will include, but are not limited to:

- System Engineering Events
- System Integration Events
- Acquisition Milestones
- Budget and POM Cycles
- Migration/Retirement of Baseline Systems
- Data Migration
- Adoption/Retirement of NSGI Relevant IT Standards
- Security Certification and Accreditation (C&A) Activities
- Policy Changes
- Process Changes (Business and Systems Engineering)
- Major Training Events
- Workforce Changes
- Requirements Management

For each NSTP event the following data elements, at a minimum, will be provided:

- Description of Event
- Occurrence type
- Relation to other NSTP events
- Impact on Stakeholders to include NIMA, IGC, Multi-INT, FIA, Coalition/Allied
- Benefits
- Critical and catastrophic risks and associated risk mitigation strategies
- Constraints to completion of a successful event

## **APPENDICES:**

### **Appendix A: List of Acronyms**

The NSTP shall include a list of acronyms and glossary of terms.

### **Appendix B: Master Implementation Schedule**

The Master Implementation Schedule shall be developed and maintained using a Contractor-selected scheduling tool that is capable of producing textual and graphic output compatible with Microsoft Word and Microsoft Project 98 in a Gantt chart format.

The Master Implementation Schedule shall present all milestones identified by the Contractor as critical to the success of the modernization program post-Milestone B until the objective Enterprise Architecture is attained, to be consistent with the dates covered by the LCCE.

The Master Implementation Schedule shall use a primary view based on the program WBS used in the LCCE, and will support other views that represent the integration of all contract functional schedules.

Content. The Master Implementation Appendix shall contain the following:

1. Program activities, events and milestones
2. Planned and actual start and finish dates for project activities
3. Duration of activities
4. Identification of milestone/event dependencies (Predecessor-Successor List)
5. Identification of Critical Path activities
6. Resource allocation

End DID DI-AP-NSGI-A002

| CONTRACT DATA REQUIREMENTS LIST (CDRL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                              |                    |                                                         |             |                                             |                               |                      |  |   |   |  |
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| Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.                                                                                                                                 |  |                                                              |                    |                                                         |             |                                             |                               |                      |  |   |   |  |
| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | B. EXHIBIT<br>TBD                                            |                    | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> _____ |             |                                             |                               |                      |  |   |   |  |
| D. SYSTEM/ITEM<br>GEOSCOU PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                              | E. CONTRACT/PR NO. |                                                         |             | F. CONTRACTOR<br>TBD                        |                               |                      |  |   |   |  |
| 1. DATA ITEM NO.<br><br>A003                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | 2. TITLE OF DATA ITEM<br><br>LIFE CYCLE COST ESTIMATE (LCCE) |                    |                                                         | 3. SUBTITLE |                                             |                               |                      |  |   |   |  |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A003                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                              |                    | 5. CONTRACT REFERENCE<br>SOW Paragraph 3.4; 4.4         |             |                                             | 6. REQUIRING OFFICE<br>NIMA/A |                      |  |   |   |  |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | 9. DIST STATEMENT<br>REQUIRED                                |                    | 10. FREQUENCY<br>SEE ITEM 16                            |             | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16 |                               | 14. DISTRIBUTION     |  |   |   |  |
| 3. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                              |                    | 11. AS OF DATE<br>N/A                                   |             | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16 |                               | a. ADDRESSEE         |  |   |   |  |
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| 16. REMARKS<br><br>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.<br><br>Item 10: This CDRL is to be updated and delivered prior to each developmental Block consistent with CDRL A002 (NSGI System Transition Plan), CDRL A004 (Business Case), and CDRL A005 (Block Implementation Plan). Interim updates may also be required to support the Government's annual POM and budget processes. Delivery based on the contractor's proposed schedule as approved by NIMA.<br><br>Item 12: First Submission will be required 90 days after contract award.<br><br>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.<br><br>Item 14: After the First Submission, each Subsequent Submission shall have drafts delivered 90 days prior to work initiation for a developmental Block with the final due 30 days prior to the work initiation. Both draft and final deliveries shall be 5 hardcopy and 3 CDs. |  |                                                              |                    |                                                         |             |                                             |                               | NIMA/A (T ANDERS)    |  | 5 | 5 |  |
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| PARED BY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                              |                    | H. DATE                                                 |             | I. APPROVED BY                              |                               | J. DATE              |  |   |   |  |
| Form 1423-1, JUN 90 Previous editions are obsolete Page of Pages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                              |                    |                                                         |             |                                             |                               |                      |  |   |   |  |

## Data Item Description

**Title:** Life Cycle Cost Estimate (LCCE)

**Number:** DI-AP-NSGI-A003  
**NIMA Office Responsible:** AP

**Approval Date:**

**Use/relationship:**

The Life Cycle Cost Estimate (LCCE) contains the format, content, and intended use information for the data product resulting from the work task described in the contract SOW. The Contractor shall maintain and provide updates to the LCCE as subsequent blocks are awarded.

Related DIDs are:

|           |                              |
|-----------|------------------------------|
| CDRL A002 | Transition Plan              |
| CDRL A005 | Block Implementation Plan    |
| CDRL A008 | Business Case                |
| CDRL A009 | Contract Master Schedule     |
| CDRL A010 | Cost Performance Report      |
| CDRL A011 | Metrics Management Plan      |
| CDRL A012 | Contract Funds Status Report |

**Proposed Data Item Description (DID):** One-time DID – Life Cycle Cost Estimate (LCCE)

**Requirements:**

1. Reference documents (successor regulations, policies, or directives apply):
  - DEPSECDEF Memo, Defense Acquisition, 30 Oct 2002
  - DEPSECDEF Memo, Defense Acquisition, 30 Oct 2002, Attachment 1, The Defense Acquisition System
  - DEPSECDEF Memo, Defense Acquisition, 30 Oct 2002, Attachment 2, Operation of the Defense Acquisition System
  - Interim Defense Acquisition Guidebook, 30 October 2002
  - DoD Instruction 7041.3, Economic Analysis for Decisionmaking, 7 November 1995
  - CJCS Instruction 3170.01B
2. Format.
  - The reports shall be in MS Word 2000 and MS Excel 2000, both soft and hard copy.
  - Text shall be clearly readable and prepared on standard letter-sized paper (8.5" x 11") or readily foldable to this size. Foldouts shall be kept to a minimum, but are desired for schedule and funding spread diagrams where the larger size is needed for readability.
  - When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report
  - Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.
3. Content. The report shall contain the following:
  - 3.1. Title Page
  - 3.2. Table of Contents
    - Outline of Report
    - List of Figures
    - List of Tables



3.3. Section I – Include the following:

- Introduction – State the purpose of the document, the intended audience, the scope of the document relative to other project activities and documents, and a brief description of the program in terms of schedule phase and program requirements.
- Executive Summary – Briefly describe the program and state the results and conclusions of the report.
- Conclusions and their condensed technical substantiations
- Cost Track Summary – Briefly summarize the updates described in Section V.

3.4. Section II – A complete and detailed description of the analysis that led to the conclusions stated in Section I above. Include the following:

- Ground Rules and Assumptions – This section shall describe all assumptions made in the costing of the system including scope of analysis, assumptions on the cost to transition heritage and legacy systems, quantities including quantity discounts, General Services Administration (GSA) schedules, Government Furnished Equipment (GFE), fully burdened labor rates, type and description of labor categories, hours per year per Full Time Equivalent (FTE), schedule production rates, state of technology, program base year, inflation rates, hardware and software refresh rates, hardware and software configuration and baseline used, and communications assumptions including bandwidth requirements. The source of each assumption shall be stated. Key assumptions shall be highlighted. For purposes of this study, assume:
  - The scope of the cost estimate shall be consistent with system view of the Enterprise Architecture
  - Base year is Government FY03
  - Full Enterprise Architecture completed by [to be determined by contractor]
  - Carry Operations and Support costs to 10 years after Enterprise Architecture is completed.
  - Include cost of heritage/legacy systems consistent with NSGI System Transition Plan (CDRL A002)
- Program Work Breakdown Structure (WBS) and Dictionary -- This section shall list the Program WBS elements specified in the LCCE and include a description of each. The Program WBS shall go down to the lowest WBS element necessary to adequately estimate system costs for the specified time frame. The Program WBS shall be relatable to the Contract WBS (CDRL A008).
- Methodology – This section shall include a discussion of the methods and Basis Of Estimate (BOE) used to generate the cost estimate for each WBS element. Historical cost experience, level of effort assessments (including number of hours per FTE per year), vendor quotes, and parametric modeling are examples of the methodologies to be used in generating rigorous, realistic cost estimates. Learning curve first unit cost, slopes and type of curve (unit or cumulative average) shall be stated along with backup information used to determine these parameters. Cost risk shall be addressed, including identifying distribution curves and confidence levels used. Sensitivity analysis shall be conducted on major cost elements and drivers. This section shall contain enough information to substantiate the entire estimate. Included shall be discussions of any analogies, why they are used, and how the actual costs were modified to fit the new components. If man-hour buildups are used, discussions shall center on the rationale used for man-loading level.
- Cost As an Independent Variable (CAIV) supporting the LCCE  
CAIV is a strategy that entails setting aggressive, yet realistic cost objectives when defining operational requirements and acquiring systems and managing achievement of these objectives. Cost objectives must balance mission needs with projected out-year resources, taking into account existing technology, maturation of new technologies and anticipated process improvements in industry.

The report shall include a discussion of CAIV in supporting the LCCE, including but not limited to the following:

- CAIV Life-Cycle Based Objectives – Cost, schedule and performance objectives
- Groundrules and Assumptions – All assumptions made in CAIV analysis including scope of analysis, assumptions on the cost to transition heritage and legacy systems, quantities including quantity discounts, GSA schedules, GFE, fully burdened labor rates, type and description of labor categories, hours per year per FTE, schedule production rates, state of technology, program base year, inflation rates, hardware and software refresh rates, hardware and software configuration and baseline used, communications assumptions including bandwidth requirements. Key assumptions shall be highlighted.
- Methodology – This section will define the requirements used in the CAIV cost trade-off analysis. An explanation will be provided of the relationships between these requirements and the system's life cycle cost.
- CAIV Results – This section shall contain the contractor's summary of trade analyses supporting the CAIV analysis. All costs should be fully burdened with overhead, G&A and fee in base year dollars. The costs shall be shown for all phases of the program, i.e., Concept and Technology Development, System Development and Demonstration, Production and Deployment, Operations and Sustainment unless otherwise specified.
- Strategy to Implement CAIV concepts

3.5 Section III – Estimate Results – This section shall contain complete and detailed analytic results derived from the methods and calculations described in Section II above. This section shall make up the bulk of the report. The estimate results section shall contain the cost and FTE allocation tables by fiscal year, and graphics and charts documenting the contractor's budget-quality cost estimate. Costs for each WBS element shall be presented in both base year and then-year dollars. Cost tables shall show both detail and summary views. The cost model(s) shall be constructed with the capability to alter WBS outline views (e.g. in MS Excel outline view, if an outline has four levels, the fourth level can be hidden by clicking on three -- third level). All costs should be fully burdened with overhead, G&A and fee in base year dollars. The costs shall be shown for all phases of the program, i.e., Concept and Technology Development, System Development and Demonstration, Production and Deployment, Operations and Sustainment unless otherwise specified. Actual costs shall be used upon phase completion.

- The estimate results shall:
  - Segregate heritage/legacy costs
  - Identify costs by appropriation, major component, system element, phase or increment (e.g., block, spiral), including tech refresh
  - Ensure that all costs are traceable to the block-level Business Cases (CDRL A004) and NSGI System Transition Plan (CRDL A002).
  - Identify and explain major costs and cost drivers
- Be consistent with the LCCE assumptions and methodology
- Be mathematically verifiable
- The MS Excel soft copy shall contain model(s) that allow the user to readily conduct sensitivity analyses by fiscal year for: (1) labor rates -- all labor categories, (2) inflation factors -- at a minimum, the ability to change inflation for labor (military and civilian), research and development (R&D), procurement hardware, procurement software, and operations and support (O&S).

3.6 Section IV - Conclusion. The conclusion section is for the contractor's cost analysis to communicate findings to the Government. This section shall mention cost or alternative designs, trade studies, pending engineering changes, and accuracy or confidence levels of the results section.

3.7 Section V - Cost Track. The Contractor shall maintain and provide updates to the LCCE throughout the contract. This section shall be used to track changes from the previous reports generated by the same system. The track shall use the same WBS as the initial report and discuss the reason for each change. Categories of changes include: changes in program due to design, updates of estimates, quantity changes, and schedule updates. Each change shall identify specifically what changed since the last report and why. An example would be an estimating change in learning curve slope from the first spirals of this program.

Appendix A. List of Terms and Acronyms.

Appendix B. References and Support Data – any additional data or data sources required to support the LCCE.

Appendix C Summaries of Supporting Trade Studies and CAIV Analysis. There will be one section for each trade study addressed:

- X Trade X
- X.1 Statement of Problem
- X.2 Objectives
- X.3 Evaluation Criteria. Cost is considered in the majority of trade studies, and at least one qualifying (meets cost constraint) option was considered and lists trades completed, in process, and planned.
- X. 4 Analysis Methodology. Trade Analysis shall be shown for all phases of the program. All costs should be fully burdened with overhead, G&A and fee in base year dollars.
- X.5 Alternative Solutions
- X.6 Analysis Results/Summary
- X.7 Conclusions/Recommendations. This is for the contractor to communicate findings to the Government. This section shall include accuracy or confidence levels of the results section.
- X.8 Analysis Data (provided as an attachment due to the volume of information typically contained).

End DID DI-AP-NSGI-A003

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government issuing Contracting Officer for the contract/PR No. in Block E.

| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                            | B. EXHIBIT<br>TBD                          | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |      |  |       |     |      |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| D. SYSTEM/ITEM<br>GEOSCOUT PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                            | E. CONTRACT/PR NO.                         |                                                   | F. CONTRACTOR<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |      |  |       |     |      |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. DATA ITEM NO.<br><br>A004                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2. TITLE OF DATA ITEM<br><br>BUSINESS CASE |                                            | 3. SUBTITLE<br><br>BLOCK "N" -- SEE ITEM 16       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |      |  |       |     |      |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A004                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                            | 5. CONTRACT REFERENCE<br>SOW Paragraph 3.4 |                                                   | 6. REQUIRING OFFICE<br>NIMA/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |      |  |       |     |      |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 9. DIST STATEMENT<br>REQUIRED              | 10. FREQUENCY<br>SEE ITEM 16               | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16       | 14. DISTRIBUTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |      |  |       |     |      |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                            | 11. AS OF DATE<br>N/A                      | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16       | a. ADDRESSEE<br><br>NIMA/A (T. ANDERS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |      |  |       |     |      |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16. REMARKS<br><br>Item 3: "N" is to be replaced with the appropriate Block number (I, II, III, etc.).<br><br>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.<br><br>Item 10: Following the First Submission, per Item 12, this CDRL is to be dated and delivered as a draft 90 days prior to each developmental Block as a final 30 days prior to initiation of work. Delivery based on the contractor's proposed schedule as approved by NIMA.<br><br>Item 12: First Submission will be required as a draft 90 days following contract award and as a final 180 days following contract award.<br><br>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.<br><br>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs. |                                            |                                            |                                                   | b. COPIES<br><table border="1"><thead><tr><th colspan="3">final</th></tr><tr><th>draft</th><th>reg</th><th>repr</th></tr></thead><tbody><tr><td>5</td><td>5</td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table> | final |      |  | draft | reg | repr | 5 | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 15. TOTAL ----->                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                            |                                            |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |      |  |       |     |      |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PREPARED BY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                            | H. DATE                                    | I. APPROVED BY                                    | J. DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |      |  |       |     |      |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Data Item Description

**Title:** Business Case

**Number:** DI-AP-NSGI-A004  
**NIMA Office Responsible:** AP

**Approval Date:**

**Use/relationship:** The Business Case is the driving document for defining and justifying each evolutionary block to implement the objective NSGI Enterprise Architecture.

Congress required an Enterprise vision and architecture of NIMA as modernized by new information technology and business practices. As the foundation for the modernized, transformed NSGI Enterprise, NIMA developed a compelling business case for the transformation of NIMA to a 21<sup>st</sup> century information technology enterprise as part of the NEA Study Contract. This deliverable provided the basis for NIMA's response to the congressional requirement by supporting the return on investment analysis for funding the modernization of NSGI.

The Business Case required under GeoScout will be focused on the individual Blocks required to support the evolutionary acquisition approach approved for NSGI Transformation. For each Block, the contractor shall analyze, synthesize and integrate the benefits, risks, alternative solutions and other relevant issues from NSGI transformation, the business gains and technology maturity. It will address all elements of the Enterprise Architecture and the NSGI System Transition Plan (CDRL A002) and reflect the time phasing of the transition plan for the Block, and the implementation schedule provided in the Block Implementation Plan (CDRL A005). The Business Case should address a smart, cost-effective use or integration of heritage and legacy systems/capabilities. The Business Case will address all relevant business lines across the enterprise, as well as risks and rewards. The Business Case will make use of best commercial and government practices for business plans tailored to NSGI Transformation.

This deliverable is related to and will be supported by the data developed for other GeoScout deliverables (CDRLs A001 through A018), specifically including:

- The system view of the Enterprise Architecture, logical and physical data models and system requirements documentation
- The NSGI System Transition Plan (CDRL A002)
- The Life Cycle Cost Estimate (CDRL A003) and Block Implementation Plan (CDRL A005)
- Risk assessments

This DID includes the format, content and intended use of information for the data product resulting from the work described in the statement of work (SOW).

**Data Item Description (DID):** One time DID -- Business Case

### Requirements:

#### 1. Reference documents.

The Imagery and Geospatial Capstone Requirements Document  
The 2010 CONOPS and ORD  
NIMA Statement of Strategic Intent  
OMB Circular A-11, Exhibit 300

#### 2. Format. The reports shall be in contractor's format.

#### 3. Content.

At a minimum, the Business Case should cover all the contents described in OMB Circular A-11, Exhibit 300. The Business Case shall include and address the following requirements:

- The “opportunity cost” of continuation of the NSGI baseline program (“as is”)
- The benefits, risks, alternative solutions and other relevant issues from NSGI Transformation over the current NSGI baseline program
- The quantified enhanced operational efficiencies of transformation relative to the NSGI baseline program
- The quantified improvement of NSGI products and knowledge delivered to the user (including multi-INT capabilities)
- A performance-based, risk-adjusted analysis of benefits and costs for the proposed block capability, to include mission and corporate systems, capabilities, and processes.
- The foundation for comparing the baseline benefits and costs with the proposed block and a basis for decision-makers to select a feasible option that meets performance objectives.
- A cost benefit analysis showing how the proposed block capability contributes to the overall achievement of the Enterprise Architecture, the NSGI Operational Requirements Document (NORD) KPPs, proposed new and relevant block thresholds and objectives. The cost benefit analysis shall also include the rationale for how the Enterprise Architecture evolves.
- BPR activities necessary to fulfill the business case, with organizational impacts and proposed change plans
- Cost analysis trades showing the break-points for bulk commodity acquisitions and incorporation of IC and DoD initiatives, such as (but not limited to) the JIVA, ICSIS, and GIG capabilities
- Projection of the life cycle costs for the proposed block of capability.
- Appendix that provides the format and content needed to prepare a Capital Asset Plan, Justification and Other Information per OMB (Exhibit 300 per OMB Circular No. A-11) for major IT capital investments. The intent of this appendix is to neither limit nor constrain the contents of the business case document.

End DID DI-AP-NSGI-A004

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

1

## Data Item Description

**Title:** Block Implementation Plan

**Number:** DI-AP-NSGI-A005

**Approval Date:**

**NIMA Office Responsible:** AP

**Use/relationship:** The GeoScout contractor, in coordination with the NIMA Program Office, the Enterprise Engineer, and the O&S contractors, shall define, design, develop, and deliver blocks of operational capability that incrementally move NIMA and the NSGI toward realization of the objective Enterprise Architecture. The block shall be described in terms of the spirals contained within it. For each block, the GeoScout contractor shall develop a Block Implementation Plan detailing the activities required execute the block development. The Government will conduct an independent assessment, review and approve each Block Implementation Plan prior to issuing a task order to proceed.

This deliverable is related to and will be supported by the data developed for other GeoScout deliverables including:

- The system view of the Enterprise Architecture, logical and physical data models and system requirements documentation
- The NSGI System Transition Plan (CDRL A002)
- The Life Cycle Cost Estimate (CDRL A003)
- Business Case (CDRL A004)
- Risk assessments
- Interface Plans and Processes (CDRL A006)
- Business Process Reengineering Plan (CDRL A007)
- Metrics Management Plan (CDRL A011)
- Program Support Management Plan (CDRL A013)
- System Development Test Plan (CDRL A012)
- Training Plans and Materials (CDRL A015)
- System Security Authorization Agreement (CDRL A018)

**Proposed Data Item Description (DID):** One time DID -- Block Implementation Plan (IP)

**Requirements:**

1. **Format:** The plan will be in contractor's format.

2. **Content:**

The Block Implementation Plan shall contain the detailed information necessary to execute the proposed block from both an engineering and a management perspective, providing the ability to measure progress in attaining the stated capabilities. All activities supporting the development and implementation of a block's capabilities shall be addressed in order for the government to fully understand the scope of work being proposed and conduct an assessment/review prior to approval. In support of these objectives the Block Implementation Plan shall include and address at a minimum the following:

- An introduction providing an overview of the work to be accomplished:
  - The purpose of the block being implemented and the primary business & system performance elements to be considered
  - The scope of the work to be accomplished: data, business processes and system elements, including but not limited to elements of NSGI being replaced
  - A high level description of the system/capability being developed, a discussion of the operational function(s) provided and its value to NIMA and the NSGI
  - Business processes likely to experience the most change.



## Block Implementation Plan

- Description of the overall approach to block development & transition
- Identify interfaces to external system and whether they are candidates for change
- A description of the impact on baseline (heritage/legacy) systems.
- Information assurance requirements with potential impact on business operations, design, cost & schedule
- A description of the technical implementation that includes:
  - A description of the spirals and associated milestones
  - Identification of candidate COTS and Mission Specific hardware/software
  - Description of primary issues to be addressed in spiral processes and the contractor's approach to resolving them
  - Critical design dependencies
    - Key engineering milestones to support spiral development, technology insertions and risk reduction
  - Business management milestones
  - Associated parallel developments and relationships necessary to achieve block/spiral objectives
  - Risk and associated mitigation strategies
- Activities and a schedule supporting implementation of the proposed block are described (where appropriate), to include but not limited to:
  - System Engineering/Integration events
  - Technology insertions
  - Migration/retirement of heritage/legacy systems and associated data
  - New or modified business and system engineering processes
  - Added or modified capabilities
  - Related infrastructure requirements
  - Designs and plans
  - Information assurance, including Certification and Accreditation activities
  - Recommended objective and threshold performance parameters
  - Acquisition Milestones
  - Modeling and Simulation
  - Policy changes
  - Training
  - Requirements definition and management
  - Workforce changes
  - Proposed reviews of requirements, plans, interfaces, etc
- The identification and scheduling of required interaction and/or coordination with interfacing activities such as:
  - NIMA Pre-production Environment
  - Testing and Evaluation
  - Independent Verification and Validation
  - Configuration Management
  - Integrated Logistics support
  - Quality assurance
  - Risk management
  - System Integration / Interoperability
- A detailed schedule/timeline containing a time phased depiction of the activities associated with the development and implementation of the block. Relationships where appropriate shall be identified and a critical path(s) established.
- A staffing profile for personnel required to use, operate and maintain the delivered capabilities, processes, and systems delivered as part of the block.
- A description of tools to be used to analyze and assess effectiveness and provide a quantitative basis for determining performance and satisfaction of functional and design requirements.

End DID DI-AP-NSGI-A005



## Data Item Description

**Title:** Interface Plans and Processes

**Number:** DI-AP-NSGI-A006

**Approval Date:**

**NIMA Office Responsible:**

**Use/relationship:** The Interface Plans and Processes is a multi-use DID that covers requirements for documenting the bi-lateral interface and working relationship between the GeoScout contractor and each contractor and Government activity necessary for the successful achievement of NSGI Transformation goals and objectives. The corollary parties to each Interface Plan and Process include, but may not be limited to, the Enterprise Engineering contractor, the Operations & Support contractors, the NIMA System Engineering Support (NSES) contractors/alliance, the legacy and heritage contractors, and the Future Intelligence Architecture Joint Management Office (FIA JMO). Each Interface Plan and Process shall be coordinated with the corollary activity before submission to the Government. Where differences exist that inhibit agreement between the parties or approval by the Government, the GeoScout contractor shall submit mitigation plans and interim solutions while the issue is negotiated and resolved. Subsequent modifications to the approved Interface Plan and Process shall be submitted as required to implement process improvements as mutually agreed to by the parties and the Government.

**Proposed Data Item Description (DID):** One-time DID – Interface Plans and Processes

**Requirements:**

1. **Format:** Contractor format.

2. **Content:** The substance of each Interface Plan and Process is dependent on the specific relationship to be developed. The general content, as applicable for each Plan and Process, is as follows:

- Title of the Plan and Process document
- Scope of relationship
- References
- Points of Contact for each party to the Interface Plan and Process
- Specific terms of agreement and understandings
- Proposed contract modifications required to effect the agreement and understanding
- Detailed description of information requirements, staffing, organization, and other implementation specifics required to execute the agreement
- Identification of Government-controlled activities and events necessary to implement or facilitate implementation of the Interface Plan and Process
- Process Descriptions, as applicable
- Schedule of key activities to implement the agreement
- Signatures or copies of implementing letters of agreement by the principals to the Interface Plan and Process
- Other documentation to be included by mutual agreement of the parties, and approved for inclusion by the Government
- Glossary of terms and acronyms

End DID DI-AP-NSGI-A006

## Business Process Re-Engineering (BPR) Plan

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------|--|---|
| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | B. EXHIBIT<br>TBD                                                       |                                            | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> _____ |                                                                |                                              |  |   |
| D. SYSTEM/ITEM<br>GEOSCOUT PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                         | E. CONTRACT/PR NO.                         |                                                         | F. CONTRACTOR<br>TBD                                           |                                              |  |   |
| 1. DATA ITEM NO.<br><br>A007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | 2. TITLE OF DATA ITEM<br><br>BUSINESS PROCESS RE-ENGINEERING (BPR) PLAN |                                            |                                                         | 3. SUBTITLE<br><br>BLOCK "N" -- See Item 16                    |                                              |  |   |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A007 -- See Item 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                         | 5. CONTRACT REFERENCE<br>SOW Paragraph 3.7 |                                                         | 6. REQUIRING OFFICE<br>NIMA/A                                  |                                              |  |   |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | 9. DIST STATEMENT<br>REQUIRED                                           |                                            | 10. FREQUENCY<br>SEE ITEM 16                            | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16                    |                                              |  |   |
| 8. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | 11. AS OF DATE<br>N/A                                                   |                                            | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16             |                                                                |                                              |  |   |
| 16. REMARKS<br><br>Item 3: "N" is to be replaced with the appropriate Block number (I, II, III, etc.).<br><br>Item 4: The Government will work with the contractor to agree on the format and content.<br><br>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.<br><br>Item 10: This CDRL will accompany the Block Implementation Plan, CDRL A005.<br><br>Item 12: First Submittal for Block I 90 days after contract award.<br><br>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.<br><br>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs. |  |                                                                         |                                            |                                                         | 14. DISTRIBUTION<br><br>a. ADDRESSEE<br><br>NIMA/A (T. ANDERS) | b. COPIES<br><br>draft reg final repr<br>5 5 |  |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                         |                                            |                                                         | 15. TOTAL ----->                                               |                                              |  | 5 |
| PREPARED BY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                         | H. DATE                                    |                                                         | I. APPROVED BY                                                 |                                              |  |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                         |                                            |                                                         | J. DATE                                                        |                                              |  |   |
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**Data Item Description**

Title: Business Process Re-engineering (BPR) Plan

Number: DI-AP-NSGI-A007

Approval Date:

NIMA Office Responsible:

Use/relationship: The Business Process Reengineering (BPR) Plan provides one of the fundamental enablers in support of NIMA's transformation. It will define the overall value and objectives of the BPR effort, the organizational scope of the reengineering environment, the BPR methodology employed, and the overall organization of the BPR effort including roles and responsibilities of GeoScout, Enterprise Engineering and Government parties and include mechanisms to survey and address customer satisfaction and needs. It will include the BPR management approach, emphasizing organizational change management and communications management.

The methodology will articulate the go/no go decision points employed, and the manner used in measuring the relative success of the reengineering effort, subsequent to implementation. In total, the methodology will express the following:

- Selection of candidate processes for BPR
- Process business valuation, problem and issue determination
- Process design and development, including valuating the business benefit of the process design
- Process implementation planning and actual implementation

Proposed Data Item Description (DID): One-time DID – Business Process Re-engineering (BPR) Plan

Requirements:

1. Reference documents:
  - CDRL A005, Block Implementation Plan
  - CDRL A002, NSGI System Transition Plan
  - NIMA Statement of Strategic Intent
  - NIMA Corporate Transformation Business Plan
2. Format: Contractor format acceptable.
3. Content: At a minimum, the contents shall address the topics addressed below

The plan shall identify and describe the organization of NIMA's core baseline business processes, an assessment of their relative level of importance and a logically proposed order in which each of the processes would be the subject of a BPR effort. This baseline shall express the following:

- Descriptions of the processes and direct sub-processes
- An articulation of the overall value and role of the processes, and direct sub-processes including how they affect mission effectiveness and operational efficiency
- The breadth of the processes in terms of organizational reach, skill requirements, and technology enablers
- Description of how processes support the mission, goals of the NIMA Statement of Strategic Intent and the NIMA Corporate Transformation Business Plan
- Fundamental metrics used to measure process performance and the approach for using performance measurement information to drive continual process improvement
- The key impacts, problems and/or issues directly related to the process

Business Process Re-engineering (BPR) Plan

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- Recommendations, based on potential as means for bringing about major improvements in performance, including:
  - Identification of processes that can be simplified or otherwise redesigned to reduce cost, improve effectiveness, and make maximum use of COTS technology
  - Identification of processes to be eliminated or accomplished more efficiently by another component or organization
  - Identification of processes that can be outsourced in part or entirely
  - Identification of new processes that fill gaps between current performance and mission needs
  - Identification of changes in organization, doctrine, tactics or training

The plan shall differentiate between BPR and continuous incremental improvement of existing processes, and include the methodology and organization used in the incremental improvement of existing processes. The plan shall be iteratively updated with each approved Block, as described in the Block Implementation Plan (CDRL A005), and provide major input into, and receive direction from the NSGI System Transition Plan (CDRL A002).

End DID DI-AP-NSGI-A007

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

1

## Data Item Description

**Title:** Contract Work Breakdown Structure (WBS)

**Number:** DI-AM-NSGI-A008  
**NIMA Office Responsible:** AM

**Approval Date:**

**Use/relationship:** This documents the Contract Work Breakdown Structure (CWBS) and its extension by the contractor using terminology and definitions, as applicable in MIL-HDBK-881. The complete CWBS will serve as a basis for program and technical planning, scheduling, cost estimating, resource allocations, performance management, configuration management, and status reporting.

**Proposed Data Item Description (DID):** This is a one-time DID. The CWBS will be provided in accordance with DID DI-MGMT-81334, as tailored below.

**Requirements:**

1. Reference documents. The applicable issue of the documents cited herein, including their approval dates.

2. Format and Content follows:

The CWBS shall be reflected in a report that consists of two parts. Part I is an index, and Part II is a dictionary. All reports shall be appropriately classified following the applicable NIMA classification guidance and delivered in a manner appropriate to the classification level. The Contractor shall annotate in any updated CDRL a crosswalk of changes, additions, or deletions with explanations. Soft copy formats shall be compatible with Microsoft Word and Excel.

2.1 Part I – CWBS Index shall contain the following data elements:

2.1.1 Line Number. Line number should be sequential starting with 1.

2.1.2 CWBS Element. Enter the title of the CWBS element using the specific name intended to reflect the level. Level 1 is the total contract. Levels 2, 3, etc., are successively lower levels of the program

2.1.3 CWBS Code. Use as applicable.

2.1.4 Contract Line Items. Enter the number of the contract line items that are associated with the CWBS element.

2.1.5 Statement of Work (SOW) paragraph number(s). Enter the applicable paragraph number(s) from the SOW.

2.2 Part II – CWBS Dictionary shall describe the effort and tasks associated with every CWBS element and shall contain the following data elements:

2.2.1 Level of CWBS.

2.2.2 CWBS Element. Enter the title of each CWBS element in the same order given in Part I

2.2.3 CWBS Definition. Enter a complete description of the technical and cost content of each CWBS element. The statement should be as descriptive as possible about the efforts, tasks, etc. that shall be included in the CWBS element by the contractor.

End DID DI-AM-NSGI-A008



| CONTRACT DATA REQUIREMENTS LIST (CDRL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                |                    |                                                |  |                                             |                               |                    |         |   |  |  |  |
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| Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.                                                                                                        |  |                                |                    |                                                |  |                                             |                               |                    |         |   |  |  |  |
| A. CONTRACT LINE ITEM NO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | B. EXHIBIT                     |                    | C. CATEGORY:<br>TDP _____ TM _____ OTHER _____ |  |                                             |                               |                    |         |   |  |  |  |
| D. SYSTEM/ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                | E. CONTRACT/PR NO. |                                                |  | F. CONTRACTOR                               |                               |                    |         |   |  |  |  |
| 1. DATA ITEM NO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | 2. TITLE OF DATA ITEM          |                    |                                                |  | 3. SUBTITLE                                 |                               |                    |         |   |  |  |  |
| A009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | CONTRACT MASTER SCHEDULE (CMS) |                    |                                                |  |                                             |                               |                    |         |   |  |  |  |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AM-NSGI-A009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                |                    | 5. CONTRACT REFERENCE<br>SOW Section 4.3       |  |                                             | 6. REQUIRING OFFICE<br>NIMA/A |                    |         |   |  |  |  |
| 7. DD 250 REQ<br>NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | 9. DIST STATEMENT<br>REQUIRED  |                    | 10. FREQUENCY<br>EVERY 2 WKS                   |  | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16 |                               | 14. DISTRIBUTION   |         |   |  |  |  |
| 8. APP CODE<br>NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                |                    | 11. AS OF DATE<br>SEE ITEM 16                  |  | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16 |                               | a. ADDRESSEE       |         |   |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                |                    |                                                |  |                                             |                               | b. COPIES          |         |   |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                |                    |                                                |  |                                             |                               | draft reg final    |         |   |  |  |  |
| 16. REMARKS<br><br>Item 11: The CDRL shall be updated and current every two weeks. The CMS shall integrate and be traceable to all subcontractor and/or teammate schedule data. The CMS shall be as-of the last business day prior to the submission.<br><br>Item 12: The First Submission shall be available the first business day following the end of the prime contractor's first two full week period following contract award, but not more than 15 business days following contract award.<br><br>Item 13: Subsequent Submissions shall be the first business day following the end of the prime contractor's two week period.<br><br>Item 14:<br><br>a. The level for reporting will be at the activity level where work is performed by the prime contractor, subcontractors, and/or teammates.<br><br>b. The prime contractor shall be prepared to discuss significant deviations from planned dates, change in forecast completion dates, and critical path.<br><br>c. Deliveries shall be 5 hardcopy and 3 CDs. |  |                                |                    |                                                |  |                                             |                               | NIMA/A (T. ANDERS) |         | 5 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                |                    |                                                |  |                                             |                               |                    |         |   |  |  |  |
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| PREPARED BY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                |                    | H. DATE                                        |  | I. APPROVED BY                              |                               |                    | J. DATE |   |  |  |  |

## Contract Master Schedule (CMS)

### Data Item Description

**Title:** CONTRACT MASTER SCHEDULE

**Number:** DI-AM-NSGI-A009

**Approval Date:**

**Office of Primary Responsibility:** NIMA/AM

**Applicable Forms:** None

**Use/Relationship:** The Contract Master Schedule (CMS) provides a realistic and achievable plan that identifies critical activities and key resources, with a high probability of success. The CMS communicates the content, workflow, and approach. The Work Breakdown Structure (WBS) is the foundation of the CMS and provides a hierarchy for schedule trace-ability and summarization. The CMS will monitor and verify all activities that define progress and successful completion.

- a. This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.
- b. The CMS is applicable to cost reimbursable contracts over 1 year in duration and over \$50,000,000 in total value, or as designated by the Program Manager.
- c. Reference Documents are available in the NIMA AMD office.

### Requirements:

1. The CMS is an integrated schedule capturing all work required for successful completion of the contract. It is developed by logically networking activities. The CMS supports analysis of the realistic achievement of contractual milestones.
2. The CMS shall be submitted in database format compatible with MS Project.
3. The CMS shall be classified in accordance with the contract Security Classification Guide.
4. The CMS shall be current every two weeks as of the last day of the two-week period. Data from all subcontractors and/or teammates will be incorporated and will reflect the same calendar as the prime contractor. Status will reflect actual schedule status, as well as forecasted changes in completion dates or future start dates. Changes to the baseline schedule will only be approved through the configuration management process in the NIMA Configuration Management Plan.
5. The CMS shall incorporate authorized changes in a timely fashion.
6. The CMS shall be logically structured and organized. It shall provide for easy hierarchical summarization and shall be traceably to the Work Breakdown Structure (WBS).
7. The CMS shall be vertically traceable. The CMS shall have a summary master schedule as well as intermediate and detailed logic networks. The details in the lower level schedules must support the top-level summarization of the schedule. The summary master schedule shall define the contract at a top level. It shall identify level 0 - 4 milestones per the NIMA Configuration Management Plan, contractual milestones, major products delivered, and major phases of the contract. It shall depict the critical path through the contract.
8. The CMS critical path will be computed by the scheduling software and must accurately reflect the true critical path through the contract. The critical path shall be easily distinguished. The critical path

## Contract Master Schedule (CMS)

is the sequence of activities whose accomplishments will require the greatest expected time to complete.

9. The critical path will be based on precedence relationships, lead or lag times, durations, constraints, and other information. Generic problems in the network such as artificial constraints or incorrect/incomplete logic can skew the critical path. Activities along the critical path have the least amount of total slack or float. Total slack or float shall be reported for all activities and milestones. Any slippage to activities on the critical path will cause a corresponding slippage to the end date of the contract. Therefore, it is imperative that the critical path be correctly identified and receives appropriate management attention.
10. The CMS shall identify all activities that must be performed and milestones that must be accomplished to produce the products and successfully complete the contract. The CMS shall identify a descriptive and unique name for each activity and milestone in the CMS and shall tie directly to the information contained in the Earned Value Management System (EVMS). However, no level of effort activities need be entered into the CMS.
11. With the exception of level of effort activities, the CMS shall represent all control accounts as an activity in the schedule network. The CMS activity shall bear the corresponding control account number in a customized text field in the scheduling software. The CMS, at its most detailed level, will show activities that sum to work packages and/or planning packages in the EVMS. As the detailed planning process unfolds for the EVMS, likewise there should be a progressively more detailed "roll out" of activities that make up the work packages in the scheduling system.
12. The CMS will identify all external dependencies that involve a relationship or interface with external organizations. This shall include identification of all Government furnished items and the required and expected delivery dates from the Government, as well as interfaces required from other components. All external dependencies should be grouped under a summary entitled "External Interfaces" and use subsequent levels of groupings/summarization as needed for clarification. Mark activities as "External Interfaces" or "GFE/GFI" in a customized text field for identification purposes. Internal interfaces and dependencies within the contract will also be identified.
13. The CMS shall be horizontally traceable. The CMS shall schedule authorized work in a manner that describes the sequence of work and identifies significant activity interdependencies. Interdependencies define how the start or finish of one activity depends on another activity. The CMS shall identify all interdependencies for every non-summary activity.
14. The CMS will identify interdependencies for planning packages as well as work packages. Even though planning packages are not well defined, interdependencies should be identified at a high level and refined over time. Failure to identify planning package dependencies results in an incomplete network and incorrect critical path.
15. All activity interdependencies in the CMS shall be defined by precedence relationships. Every activity and milestone shall be logically linked to all activities or milestones that precede (predecessors) and all activities or milestones that follow (successors) using finish-to-start, finish-to-finish, or start-to-start relationships. Lead and lag time shall be identified for any delays or overlaps that exist between dependent activities or milestones. Summaries shall not be assigned predecessors or successors. A giver (predecessor) and receiver (successor) report shall be submitted with the CMS for the prior period, current period, and future period for a "snapshot" of the relationships encompassing three reporting periods.
16. The CMS shall contain activity duration estimates for all activities and milestones to include early and late start and finish dates and actual start and finish dates. The date an activity or milestone was actually started and actually completed shall be stored in the CMS for all activities and milestones.

## Contract Master Schedule (CMS)

17. The CMS shall maintain a current plan and a baseline plan. The current plan should be updated to reflect actual progress, while the baseline shall remain static until a specific contractual change occurs. When the original plan is approved, the schedule baseline is set and the planned start and planned finish for each activity and milestone in the CMS are set as the baseline start and baseline finish.
18. Change Information shall accompany the CMS. Change information should highlight baseline differences, plan and actual schedule performance, changes to lead/lag, changes to total slack or float, and explain the reasons for variances and their impacts. In addition, a Milestone Status Report (MSR) shall accompany the Change Information. The MSR shall include milestones scheduled to be complete from the start of the previous reporting period through the end of the next reporting period. This will allow a "snapshot" of the milestones encompassing three reporting periods.
19. The CMS will include a Schedule Risk Analysis (SRA). The prime contractor will conduct the SRA at least quarterly. For events in the CMS, best case, worst case, and most likely remaining durations will be developed. The prime contractor will document all assumptions and metrics used to develop remaining durations including subcontractors and/or teammates. The contractor will run a "simulation" to arrive at potential schedule outcomes. The results of the SRA will be presented to the government.
20. The level for reporting shall be at the activity level where work is performed by the prime contractor, subcontractors, and/or teammates.

End DID DI-AM-NSGI-A009

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

|                           |            |                                                |
|---------------------------|------------|------------------------------------------------|
| A. CONTRACT LINE ITEM NO. | B. EXHIBIT | C. CATEGORY:<br>TDP _____ TM _____ OTHER _____ |
|---------------------------|------------|------------------------------------------------|

|                |                    |               |
|----------------|--------------------|---------------|
| D. SYSTEM/ITEM | E. CONTRACT/PR NO. | F. CONTRACTOR |
|----------------|--------------------|---------------|

|                  |                               |             |
|------------------|-------------------------------|-------------|
| 1. DATA ITEM NO. | 2. TITLE OF DATA ITEM         | 3. SUBTITLE |
| A010             | COST PERFORMANCE REPORT (CPR) |             |

|                                                               |                                          |                               |
|---------------------------------------------------------------|------------------------------------------|-------------------------------|
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-MSGT-81466 | 5. CONTRACT REFERENCE<br>SOW Section 4.3 | 6. REQUIRING OFFICE<br>NIMA/A |
|---------------------------------------------------------------|------------------------------------------|-------------------------------|

|                               |                               |                                             |                                              |                  |  |  |
|-------------------------------|-------------------------------|---------------------------------------------|----------------------------------------------|------------------|--|--|
| 7. DD 250 REQ<br>SEE ITEM 1   | 9. DIST STATEMENT<br>REQUIRED | 10. FREQUENCY<br>MONTHLY                    | 12. DATE OF FIRST SUBMISSION<br>SEE ITEMS 16 | 14. DISTRIBUTION |  |  |
| 11. AS OF DATE<br>SEE ITEM 16 |                               | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16 | a. ADDRESSEE                                 | b. COPIES        |  |  |
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| 3. APP CODE<br>NO             |                               |                                             |                                              |                  |  |  |

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| 16. REMARKS | NIMA/A (T. ANDERS) | 5 |  |
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Item 7: The Government will provide letter of approval 45 days after final delivery

**Introduction:** The following remarks reference several blocks in the CPR as well as additional information needs of the government. It is the intent of the government to receive a fully integrated CPR from the prime contractor, incorporating all subcontractors and/or teammates data. Specifically the government requires WBS traceability to the subcontractors and/or teammates "elements of cost" such as labor, material, and other-direct-  
(S.

**Item 11:** The CPR will be current as of the end of the prime contractor's monthly accounting period. Subcontractor and/or teammate data will be submitted for the same accounting period as the prime contractor's (e.g. the contractor's April accounting month-end data and the subcontractor's and/or teammate's April month-end data, regardless of when the subcontractor's and/or teammate's accounting month ends.)

Item 12: The first CPR shall be delivered within the first accounting period following Contract Award. Formats 1, 2, 3, and 4 shall be submitted by the 10th calendar day of the month following the reporting period. Format 5 shall be submitted by the 15th calendar day of the month following the reporting period. If either the 10th or the 15th occur on a non-working day, the reports will be submitted the next business day. At a minimum, the first CPR shall include budget(s) allocated at the level available within the reporting period and actuals-to-date.

Item 13: Formats 1, 2, 3, and 4 shall be submitted by the 10th calendar day of the month following the reporting period. Format 5 shall be submitted by the 15th calendar day of the month following the reporting period. If either the 10th or the 15th occur on a non-working day, the report shall be submitted the next business day.

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| 14. | DISTRIBUTION |
|     | b. COPIES    |

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| a. ADDRESSEE | final |     |      |
|              | draft | reg | repr |

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| 15. TOTAL -----> | 5 |  |
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| PREPARED BY | H. DATE | I. APPROVED BY | J. DATE |
|-------------|---------|----------------|---------|

## Cost Performance Report (CPR)

Continuation DD Form 1423-1, JUN 90

Item 16 (Continued):

Item 14:

- a. Format 1 of the CPR shall include in the monthly X12 file future period, time-phased BCWS and ETC by WBS Element. The level for reporting for Format 1 will be at the control account level for the prime contractor, subcontractors, and/or teammates.
- b. Format 2 of the CPR shall be reported in three different formats. Format 2a shall report performance by prime contractor, subcontractor, and/or teammate specifying company name. Format 2b shall report performance by ENGINE activities. Format 2c will report performance by appropriation.
- c. In addition to the existing Format 3 of the CPR, a time-phased estimate-to-complete at the summary level shall also be reported in the CPR Format 5 narrative.
- d. Variance analysis reporting thresholds shall be mutually agreed to after contract award and reviewed periodically for updates as appropriate. At a minimum, the prime contractor shall address top 10 concerns. Concerns may be current or cumulative with the focus on recent performance.
- e. All formats shall be delivered in electronic media. Five hardcopies and 3 CDs. One of 5 hardcopy and 1 of 3 CDs shall be delivered to ACA/PCO. The American National Standards Institute (ANSI) X12 standards (transaction sets 839C), or XML, will be used for Electronic Data Interchange.
- f. All reports should be appropriately classified following the applicable NIMA classification guidance and delivered in a manner appropriate to the classification level.

# DATA ITEM DESCRIPTION

Form Approved  
OMB NO. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |                                           |                          |
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| 1. TITLE<br>ST PERFORMANCE REPORT (CPR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                | 2. IDENTIFICATION NUMBER<br>DI-MGMT-81466 |                          |
| 3. DESCRIPTION/PURPOSE<br>3.1 This report consists of five formats containing cost and related data for measuring contractors' cost and schedule performance on Department of Defense (DOD) acquisition contracts. Format 1 (Sample Format 1) provides data to measure cost and schedule performance by summary level Work Breakdown Structure (WBS) elements, the hardware, software and services the Government is buying. Format 2 (Sample Format 2) provides the same data by the contractor's organization. Format 3 (Sample Format 3) provides the budget baseline plan against which performance is measured. Format 4 (Sample Format 4) provides staffing forecasts for correlation with the budget plan and cost estimates. Format 5 (Sample Format 5) is a narrative report used to explain significant cost and schedule variances and other identified contract problems and topics. (Continued on page 2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                |                                           |                          |
| 4. APPROVAL DATE (YYMMDD)<br>951019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)<br>OUSD (A&T) API/PM | 6a. DTIC APPLICABLE                       | 6b. GIDEP APPLICABLE     |
| 7. APPLICATION/INTERRELATIONSHIP<br>7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.<br><br>7.2 This DID may be used in conjunction with the Contract Funds Status Report DID, DI-MGMT-81468, and other ATC program control DIDs. This DID and the Cost/Schedule Status Report DID, DI-MGMT-81467, will not be used on the same contract.<br><br>7.3 The CPR will be used to obtain cost and schedule performance information on contracts requiring compliance with EVMS. It may also be used on contracts not requiring EVMS compliance ("CPR - No Criteria"), but on which the DOD Component requires more data than is available on a Cost/Schedule Status Report. When compliance with the EVMS is contractually required, the CPR data elements shall reflect the output of the contractor's EVMS-compliant integrated management system. When compliance with the EVMS is not contractually required ("CPR - No Criteria"), the CPR data elements shall be as specified in the (Continued on page 2)                                                                                                                                                                                                                      |                                                                |                                           |                          |
| 8. APPROVAL LIMITATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                | 9a. APPLICABLE FORMS<br>Refer to page 3.  | 9b. AMSC NUMBER<br>D7120 |
| 10. PREPARATION INSTRUCTIONS<br>10.1 Format. Contractor formats should be substituted whenever they contain all the required data elements at the specified reporting levels in a form suitable for DOD management.<br><br>10.2 Content. The Cost Performance Report shall contain the following:<br><br>10.2.1 Heading Information - Formats 1 - 5. Preparation instructions for Heading Information (Blocks 1 through 4) apply to Formats 1 through 5.<br><br>10.2.1.1 Contractor. Enter in Block 1.a the contractor's name and division, if applicable. Enter in Block 1.b the plant location and mailing address of the reporting contractor.<br><br>10.2.1.2 Contract. Enter the contract name in Block 2.a, the contract number in Block 2.b, the contract type in Block 2.c and the contract share ratio, if applicable, in Block 2.d.<br><br>10.2.1.3 Program. Enter in Block 3.a the program name, number, acronym and/or type, model, and series, or other designation of the prime item(s) purchased under the contract. Indicate the program phase, RDT&E or Production, in Block 3.b.<br><br>10.2.1.4 Report Period. Enter the beginning date in Block 4.a and the ending date in Block 4.b of the period covered by the report.<br><br>10.2.1.5 Security Classification. Enter the appropriate security classification at the top bottom of each page. (Continued on page 3) |                                                                |                                           |                          |

## I. DISTRIBUTION STATEMENT

Distribution Statement A: Approved for public release; distribution is unlimited.

## Block 3, Description/Purpose (Continued)

3.2 CPR data will be used by DOD system managers to: (a) integrate cost and schedule performance data with technical performance measures, (b) identify the magnitude and impact of actual and potential problem areas causing significant cost and schedule variances, and (c) provide valid, timely program status information to higher management.

3.3 The CPR is a management report. It should provide timely, reliable summary-level data with which to assess current and projected contract performance. The CPR's primary value to government program management is its ability to reasonably reflect current contract status. If the CPR contains excessively detailed or outdated information, management's ability to make informed, timely decisions may be impaired. It is important that the CPR be as accurate as possible so it can be used for its intended purpose. It should be used by the DOD Component staff, including Program Managers, engineers, cost estimators and financial management personnel, to confirm, quantify and track known or emerging contract problems and as a basis for communicating with the contractor. The contractor should ensure that CPR data accurately reflect how work is being performed and is consistent with the actual contract status.

## Block 7, Application/Interrelationship (Continued)

contractor's summary management procedures or as subsequently negotiated. (Refer to DFARS 252.242-7005.)

7.4 Unless otherwise provided in the contract, the CPR will be required on a monthly basis.

7.5 Data reported in the CPR will pertain to all authorized contract work, including both priced and unpriced effort. However, the Government and the contractor may agree to exclude from CPR reporting portions of the contract for which performance reporting is not needed, such as firm fixed price contract line items.

7.6 Certain aspects of the report are subject to negotiation between the Government and the contractor, such as:

7.6.1 The WBS levels to be reported on Format 1. The level of detail to be reported on Format 1 normally will be limited to level three of the Contract WBS or higher, but lower levels may be specified for high-cost or -risk items. The Government and the contractor should periodically review and adjust as necessary WBS reporting levels on Format 1 to ensure they continue to provide appropriate visibility without requiring excessive information. If there is a significant problem at a lower level, detailed reporting for that WBS element may be required until the problem is resolved.

7.6.2 The formats which are specified for regular reporting. The Government and the contractor may agree to exclude certain formats from regular reporting. Any of the five formats may be excluded, but a Format 1 or a Format 2 is required. Formats may be deleted entirely, or they may be submitted on a less frequent basis. If the contractor is organized by product, Format 2 may not be required because it should resemble Format 1. The decision to exclude a format(s) should be based on an assessment of minimum management information needs. The Government should buy only the information it plans to use. (Note: When a Format 1 is not required, the information in Blocks 5 through 7 on Format 1 will still be required. Also, if a formal reprogramming (Over Target Baseline) has been implemented and Format 1 is not required, the information in Columns (12) and (13) of Block 8 on Format 1 and the information in Block 9 on Format 1 will still be required.)



7.6.3 The variance analysis thresholds which, if exceeded, require problem analysis and narrative explanations in Format 5. If the contract does not specify variance analysis thresholds, the contractor will provide appropriate variance analyses (see 10.2.6.3.2.4 below). Variance analysis thresholds should be reviewed periodically and adjusted as necessary to ensure they continue to provide appropriate visibility.

7.6.4 The specific time increments to be used for the baseline and staffing projections required by Formats 3 and 4. If the contract does not specify time increments, the contractor will determine the increments to be used.

7.6.5 The reporting provisions which apply to the Cost of Money line on Formats 1 and 2.

7.6.6 The reporting provisions which apply if compliance with EVMS is not contractually required, known as "CPR - No Criteria." Procedures used to develop CPR data will be documented in the contractor's summary management procedures and are subject to negotiations. (Refer to DFARS 252.242-7005.)

7.6.7 Organizational categories for Format 4, if different from Format 2. The Government may request that different organizational categories be used for reporting staffing in Format 4. If so, the Government and the contractor will negotiate the Format 4 categories. The Format 2 categories shall reflect the contractor's internal organization being used to perform the contract at hand.

7.7 In all cases, the CPR CDRL is subject to "tailoring." Tailoring is defined as deleting requirements from this DID. Requiring more information in the CPR CDRL than specified in this DID is prohibited by DOD regulation. All negotiated reporting provisions will be specified in the contract.

7.8 This Data Item Description supersedes DI-F-6000C.

#### Block 9.a, Applicable Forms (Continued)

9.a.1 DD Forms are available and will be used to submit required formats as follows:

| <u>CPR Format</u>                 | <u>DD Form Number</u> | <u>Sample Format No.</u> |
|-----------------------------------|-----------------------|--------------------------|
| Work Breakdown Structure          | 2734/1                | 1                        |
| Organizational Categories         | 2734/2                | 2                        |
| Baseline                          | 2734/3                | 3                        |
| Staffing                          | 2734/4                | 4                        |
| Explanations and Problem Analyses | 2734/5                | 5                        |

9.a.2 Contractor formats should be substituted for CPR formats whenever they contain all the required data elements at the specified reporting levels in a form suitable for DOD management use. The American National Standards Institute (ANSI) X12 standards (transaction sets 839 for cost and 806 for schedule), or the United Nations Electronic Data Interchange for Administration, Commerce and Transport (EDIFACT) equivalent, will be used for Electronic Data Interchange.

#### Block 10, Preparation Instructions (Continued)

10.2.1.6 Dollars in \_\_\_\_\_. If reported dollar amounts have been factored down by a thousand, a million or a billion, enter the factor at the top of each page.

10.2.2 Format 1 - Work Breakdown Structure.

10.2.2.1 Contract Data.

10.2.2.1.1 Quantity. Enter in Block 5.a the number of prime items to be procured on this contract.

10.2.2.1.2 Negotiated Cost. Enter in Block 5.b the dollar value (excluding fee or profit) on which contractual agreement has been reached as of the cutoff date of the report. For an incentive contract, enter the definitized contract target cost. Amounts for changes will not be included in this item until they have been priced and incorporated in the contract through contract change order or supplemental agreement. For a cost plus fixed fee or award fee contract, enter the estimated cost negotiated. Changes to the estimated cost will consist only of amounts for changes in the contract scope of work, not for cost growth ("overrun") from the original estimated cost.

10.2.2.1.3 Estimated Cost of Authorized, Unpriced Work. Enter in Block 5.c the amount (excluding fee or profit) estimated for that work for which written authorization has been received, but for which definitized contract prices have not been incorporated in the contract through contract change order or supplemental agreement.

10.2.2.1.4 Target Profit/Fee. Enter in Block 5.d the fee or percentage of profit which will apply if the negotiated cost of the contract (see 10.2.2.1.2, above) is met.

10.2.2.1.5 Target Price. Enter in Block 5.e the target price (negotiated contract cost plus profit/fee) applicable to the definitized contract effort.

10.2.2.1.6 Estimated Price. Based on the most likely estimate of cost at completion for all authorized contract work and the appropriate profit/fee, incentive, and cost sharing provisions, enter in Block 5.f the estimated final contract price (total estimated cost to the Government). This number will be based on the most likely management estimate at completion in Block 6.c.1 and normally will change whenever the management estimate or the contract is revised.

10.2.2.1.7 Contract Ceiling. Enter in Block 5.g the contract ceiling price applicable to the definitized effort.

10.2.2.1.8 Estimated Contract Ceiling. Enter in Block 5.h the estimated ceiling price applicable to all authorized contract effort including both definitized and undefinitized effort.

10.2.2.2 Estimated Cost at Completion. These blocks will present the contractor's range of estimated costs at completion. The range of estimates is intended to allow contractor management flexibility to express possible cost outcomes. Contractors are encouraged to provide the most accurate EACs possible through program-level assessments of factors that may affect the cost, schedule or technical outcome of the contract. Where possible, such program-level assessments should include consideration of known or anticipated risk areas, and planned risk reductions or cost containment measures. EACs should be reported without regard to contract ceiling, if applicable. The methods used to develop worst case, best case and most likely management estimates at completion need not be described in the contractor's EVMS-compliant management control system description or CPR-No Criteria management procedures.

10.2.2.2.1 Management Estimate at Completion - Best Case. Enter in Block 6.a.1 the contractor's best case estimate at completion. The best case estimate is the one that results in the lowest cost to the Government. This estimate should be based on the outcome of the most favorable set of circumstances. If this estimate is different from the most likely estimate at completion (Block 6.c.1), the assumptions and conditions underlying this estimate should be explained briefly in Format 5. This estimate is for informational purposes only; it is not an official company estimate. There is

no requirement for the contractor to prepare and maintain backup data beyond the explanation provided in Format 5.

10.2.2.2.2 Management Estimate at Completion - Worst Case. Enter in Block 6.b.1 the contractor's worst case estimate at completion. The worst case estimate is the one that results in the highest cost to the Government. This estimate should be based on the outcome of the least favorable set of circumstances. If this estimate is different from the most likely estimate at completion (Block 6.c.1), the assumptions and conditions underlying this estimate should be explained briefly in Format 5. This estimate is for informational purposes only; it is not an official company estimate. There is no requirement for the contractor to prepare and maintain backup data beyond the explanation provided in Format 5.

10.2.2.2.3 Management Estimate at Completion - Most Likely. Enter in Block 6.c.1 the contractor's most likely estimate at completion. This estimate is the contractor's official contract EAC and, as such, takes precedence over the estimates presented in Column (15) of Formats 1 and 2 and Blocks 6.a.1 and 6.b.1. This EAC is the value that the contractor's management believes is the most likely outcome based on a knowledgeable estimate of all authorized work, known risks and probable future conditions. This value need not agree with the total of Column (15) (Block 8.e). However, any difference should be explained in Format 5 in such terms as risk, use of management reserve, or higher management knowledge of current or future contract conditions. This EAC need not agree with EACs contained in the contractor's internal data, but must be reconcilable to them. The most likely EAC also will be reconcilable to the contractor's latest statement of funds required as reported in the Contract Funds Status Report, or its equivalent, if this report is a contractual requirement.

10.2.2.2.4 Contract Budget Base. Enter in Block 6.c.2 the total of negotiated cost (Block 5.b) and estimated cost of authorized, unpriced work (5.c).

10.2.2.2.5 Variance. Enter in Block 6.c.3 the Contract Budget Base (Block 6.c.2) minus the most likely estimate at complete (Block 6.c.1). This value will be explained in Format 5 according to applicable contractual requirements.

10.2.2.3 Authorized Contractor Representative. Enter in Block 7.a the name of the authorized person signing the report. Enter that person's title in Block 7.b. The authorized person will sign in Block 7.c. Enter the date signed in Block 7.d.

10.2.2.4 Performance Data.

10.2.2.4.1 Work Breakdown Structure Element. Enter in Column (1) of Block 8.a the noun description of the WBS items for which cost information is being reported. WBS items or levels reported will be those specified in the contract. (See 7.6.1 above.)

10.2.2.4.2 Cost of Money. Enter in Columns (2) through (16) of Block 8.b the Facilities Capital Cost of Money applicable to the contract.

10.2.2.4.3 General and Administrative (G&A). Enter in Columns (2) through (16) of Block 8.c the appropriate G&A costs. If G&A has been included in the total costs reported in Block 8.a above, G&A will be shown as a nonadd entry on this line with an appropriate notation. If a G&A classification is not used, no entry will be made other than an appropriate notation to that effect.

10.2.2.4.4 Undistributed Budget. Enter the amount of budget applicable to contract effort which has not yet been identified to WBS elements at or below the reporting level. For example, contract changes which were authorized late in the reporting period should have received a total budget; however,

assignment of work and allocation of budgets to individual WBS elements may not have been accomplished as of the end of the period. Budgets which can be identified to WBS elements at or below the specified reporting level will be included in the total budgets shown for the WBS elements in Block 8.a and will not be shown as undistributed budget. Enter in Column (15) of Block 8.d the estimate at completion for the scope of work represented by the undistributed budget in Column (14) of Block 8.d. Enter in Column (16) of Block 8.d the variance, if any, and fully explain it in Format 5. All undistributed budget will be fully explained in Format 5.

10.2.2.4.4.1 Use of Undistributed Budget. The provisions made in this report for undistributed budget are primarily to accommodate temporary situations where time constraints prevent adequate budget planning or where contract effort can only be defined in very general terms. Undistributed budget should not be used as a substitute for adequate contract planning. Formal budgets should be allocated to contract effort and responsible organizations at the earliest possible time, preferably within the next reporting period.

10.2.2.4.5 Subtotal (Performance Measurement Baseline). Enter the sum of the direct, indirect, Cost of Money, and G&A costs and budgets in Columns (2) through (16) of Block 8.a through e. This subtotal is also referred to as the Performance Measurement Baseline because it represents the allocated budget baseline (less management reserve) against which performance is actually measured.

10.2.2.4.6 Management Reserve. Management reserve is an amount of the overall contract budget withheld for management control purposes rather than for the accomplishment of a specific task or set of tasks. It is not a contingency fund, and may not be eliminated from contract prices by the Government during subsequent negotiations nor used to absorb the cost of contract changes. In Column (14) of Block 8.f enter the total amount of budget identified as management reserve as of the end of the current reporting period. The amounts shown as management reserve in Formats 1, 2 and 3 will agree. Amounts of management reserve applied to WBS elements during the reporting period will be listed in Block 6.b of Format 3 and explained in Format 5.

10.2.2.4.6.1 Negative Management Reserve. Negative entries will not be made in Management Reserve (Column (14) of Block 8.f). There is no such thing as "negative management reserve." If the contract is budgeted in excess of the Contract Budget Base (the negotiated contract cost plus the estimated cost for authorized, unpriced work), the provisions applicable to formal reprogramming and the instructions in paragraphs 10.2.2.5.1, 10.2.2.6.6, 10.2.2.6.7 and 10.2.4.1.7 apply.

10.2.2.4.7 Total. Enter the sum of all direct, indirect, Cost of Money, G&A cost, undistributed budgets and management reserves, if applicable, in Columns (2) through (14) of Block 8.g. The Total lines of Format 1 (Block 8.g) and Format 2 (Block 5.g) will agree. The total of Column (14), Block 8.g, will equal the Total Allocated Budget shown in Block 5.f on Format 3.

10.2.2.5 Reconciliation to Contract Budget Base.

10.2.2.5.1 Formal Reprogramming. In exceptional cases, the procuring agency may authorize the contractor to establish performance measurement budgets that in total exceed the Contract Budget Base. This process is called formal reprogramming. The contractor and the Government will agree on how the results of a formal reprogramming will be reported in the Cost Performance Report before the formal reprogramming is initiated. This agreement and any other pertinent details on the reporting of the formal reprogramming will be included in Format 5. Blocks 9.a and 9.b provide the contractor the opportunity to reconcile the higher performance measurement budgets, also called an "Over Target Baseline," to the Contract Budget Base. (See

10.2.2.6.6, 10.2.2.6.7, 10.2.4.1.7, and 10.2.6.5 below for more information on reporting Over Target Baselines.)

10.2.2.5.2 Variance Adjustment. In reporting the results of a formal reprogramming (Over Target Baseline) the contractor may 1) apply the additional budget to completed work, thereby eliminating some or all of the existing cost or schedule variances, 2) apply the additional budget to remaining work, 3) apply some of the additional budget to completed work and some to remaining work, or 4) apply some of the additional budget to management reserve. If the contractor uses a portion of the additional budget to eliminate variances applicable to completed work, the total adjustments made to the cost and schedule variances will be shown in Columns (10) and (11) of Block 9.a. The total cost variance adjustment entered in Column (11) of Block 9.a will be the sum of the individual cost variance adjustments shown in Column (12) of Blocks 8.a through g.

10.2.2.5.3 Total Contract Variance. In Columns (10) and (11) of Block 9.b, enter the sum of the cost and schedule variances shown on the Total line (Block 8.g) and on the Variance Adjustment line (Block 9.a). In Column (14) enter the Contract Budget Base from Block 6.c.2. In Column (15) enter the management estimate at completion from Block 6.c.1. In Column (16) of Block 9.b enter the difference between Columns (14) and (15) of Block 9.b.

10.2.2.6 Columns (2) Through (16). When compliance with the EVMS is contractually required, the data in Columns (2) through (16) shall reflect the output of the contractor's EVMS-compliant integrated management system (refer to DFARS 252.234-7001). When compliance with the EVMS is not contractually required ("CPR - No Criteria"), the data in these columns shall be derived using the contractor's summary management procedures (refer to DFARS 252.242-7005).

10.2.2.6.1 Column (2) and Column (7) - Budgeted Cost - Work Scheduled. For the time period indicated, enter the Budgeted Cost for Work Scheduled (BCWS) in these columns.

10.2.2.6.2 Column (3) and Column (8) - Budgeted Cost - Work Performed. For the time period indicated, enter the Budgeted Cost for Work Performed (BCWP) in these columns.

10.2.2.6.3 Column (4) and Column (9) - Actual Cost - Work Performed (ACWP). For the time period indicated, enter the Actual Cost of Work Performed without regard to ceiling. In all cases, costs and budgets will be reported on a comparable basis.

10.2.2.6.4 Column (5) and Column (10) - Variance - Schedule. For the time period indicated, these columns reflect the differences between BCWS and BCWP. For the current period, Column (5) (schedule variance) is derived by subtracting Column (2) (BCWS) from Column (3) (BCWP). For the cumulative to date, Column (10) (schedule variance) is derived by subtracting Column (7) (BCWS) from Column (8) (BCWP). A positive figure indicates a favorable variance. A negative figure (indicated by parentheses) indicates an unfavorable variance. Significant variances as specified in the contract will be fully explained in Format 5. If the contract does not specify variance analysis thresholds, the contractor will provide appropriate variance analyses. (See 10.2.6.3.2.4 below.)

10.2.2.6.5 Column (6) and Column (11) - Variance - Cost. For the time period indicated, these columns reflect the difference between BCWP and ACWP. For the current period, Column (6) (cost variance) is derived by subtracting Column (4) (ACWP) from Column (3) (BCWP). For cumulative to date, Column (11) (cost variance) is derived by subtracting Column (9) (ACWP) from Column (8) (BCWP). A positive figure indicates a favorable variance. A negative figure (indicated by parentheses) indicates an unfavorable variance. Significant variances as specified in the contract will be fully explained in Format 5.

If the contract does not specify variance analysis thresholds, the contractor will provide appropriate variance analyses. (See 10.2.6.3.2.4 below.)

10.2.2.6.6 Column (12) Reprogramming Adjustments - Cost Variance. Formal reprogramming (Over Target Baseline) results in budget allocations in excess of the Contract Budget Base and, in some instances, adjustments to previously reported variances. If previously reported variances are being adjusted, the adjustment applicable to each reporting line item affected will be entered in Column (12). The total of Column (12) will equal the amount shown on the Variance Adjustment line (Block 9.a) in Column (11).

10.2.2.6.7 Column (13) Reprogramming Adjustments - Budget. Enter the total amounts added to the budget for each reporting line item as the result of formal reprogramming (Over Target Baseline). The amounts shown will consist of the sum of the budgets used to adjust cost variances (Column (12)) plus the additional budget added to the WBS element for remaining work. Enter the amount of budget added to management reserve in the space provided on the management reserve line (Block 8.f). The total of Column (13) will equal the amount the Total Allocated Budget has been budgeted in excess of the Contract Budget Base as shown in Block 5.g of Format 3. An explanation of the reprogramming will be provided in Format 5.

10.2.2.6.7.1 Formal Reprogramming Reporting. Columns (12) and (13) are intended for use only in situations involving formal reprogramming (Over Target Baseline). Internal replanning actions within the Contract Budget Base do not require entries in these columns. Where contractors are submitting CPR data directly from automated systems, the addition of Columns (12) and (13) as shown may not be practical due to computer reprogramming problems or space limitations. In such cases, the information may be provided on a separate sheet and attached as Format 1a to each subsequent report. Contractors will not be required to abandon or modify existing automated reporting systems to include Columns (12) and (13) if significant costs will be associated with such change. Nor will contractors be required to prepare the report manually solely to include this information.

10.2.2.6.7.2. Formal Reprogramming Timeliness. Formal reprogramming (Over Target Baseline) can be a significant undertaking that may require more than a month to implement. To preclude a disruption of management visibility caused by a reporting hiatus, the contractor should implement the formal reprogramming expeditiously. If a reporting hiatus is needed, the contractor and the Government will agree on the date and duration of the hiatus before the formal reprogramming is initiated.

10.2.2.6.8 Column (14) - At Completion - Budgeted. Enter the budgeted cost at completion for the items listed in Column (1). This entry will consist of the sum of the original budgets plus or minus budget changes resulting from contract changes, internal replanning, and application of management reserves. The total (Block 8.g) will equal the Total Allocated Budget shown in Block 5.f on Format 3.

10.2.2.6.9 Column (15) - At Completion - Estimated. Enter the latest revised estimate of cost at completion including estimated overrun/underrun for all authorized work. If the subtotal (Block 8.e) does not agree with the most likely management estimate at completion (Block 6.c.1), the difference will be explained in Format 5. (See 10.2.2.2.3 above.)

10.2.2.6.10 Column (16) - At Completion - Variance. Enter the difference between the Budgeted - At Completion (Column (14)) and the Estimated - At Completion (Column (15)) by subtracting Column (15) from Column (14). A negative figure (indicated by parentheses) reflects an unfavorable variance. Significant variances as specified in the contract will be fully explained in Format 5. If the contract does not specify variance analysis thresholds, the contractor will provide appropriate variance analyses. (See 10.2.6.3.2.4 below.)

### 10.2.3 Format 2 - Organizational Categories.

#### 10.2.3.1 Performance Data.

10.2.3.1.1 Column (1) - Organizational Category. In Block 5.a list the organizational categories which reflect the contractor's internal management structure. This format will be used to collect organizational cost information at the total contract level rather than for individual WBS elements. The level of detail to be reported will normally be limited to the organizational level immediately under the operating head of the facility. The contractor shall be given flexibility to report this information according to its own internal management structure. If the contractor is organized by product teams, this format may not be needed because it should resemble Format 1.

10.2.3.1.2 Cost of Money. Enter in Columns (2) through (16) of Block 5.b the Facilities Capital Cost of Money applicable to the contract.

10.2.3.1.3 General and Administrative. Enter in Columns (2) through (16) of Block 5.c the appropriate G&A costs. (See 10.2.2.4.3 above.)

10.2.3.1.4 Undistributed Budget. Enter in Column (14) of Block 5.d the budget applicable to contract effort which cannot be planned in sufficient detail to be assigned to a responsible organizational area at the reporting level. The amount shown on this format may exceed the amount shown as undistributed budget on Format 1 if budget is identified to a task at or below the WBS reporting level but organizational identification has not been made; or may be less than the amount on Format 1 where budgets have been assigned to organizations but not to WBS elements. Enter in Column (15) of Block 5.d the estimate at completion for the scope of work represented by the undistributed budget in Column (14) of Block 5.d. Enter in Column (16) of Block 5.d the variance, if any, and fully explain it in Format 5. (See 10.2.2.4.4 above.)

10.2.3.1.5 Subtotal (Performance Measurement Baseline). Enter the sum of the direct, indirect, Cost of Money, and G&A costs and budgets in Columns (2) through (16) of Block 5.a through e. (See 10.2.2.4.5 above.)

10.2.3.1.6 Management Reserve. In Column (14) of Block 5.f enter the amount of budget identified as management reserve. The Management Reserve entry will agree with the amounts shown in Format 1 and 3. (See 10.2.2.4.6 above.)

10.2.3.1.7 Total. Enter the sum of all direct, indirect, Cost of Money, and G&A costs and budgets, undistributed budgets and management reserves, if applicable, in Columns (2) through (14) of Block 5.g. The totals on this page will equal the Total line on Format 1. The total of Column (14) will equal the Total Allocated Budget shown in Block 5.f on Format 3.

10.2.3.2 Columns (2) Through (16). The instructions applicable to these columns are the same as the instructions for corresponding columns on Format 1. (See 10.2.2.6 and 10.2.2.6.1 through 10.2.2.6.10 above.)

#### 10.2.4 Format 3 - Baseline.

##### 10.2.4.1 Contract Data.

10.2.4.1.1 Original Negotiated Cost. Enter in Block 5.a the dollar value (excluding fee or profit) negotiated in the original contract. For a cost plus fixed fee or award fee contract, enter the estimated cost negotiated. For an incentive contract, enter the definitized contract target cost.

10.2.4.1.2 Negotiated Contract Changes. Enter in Block 5.b the cumulative cost (excluding fee or profit) applicable to definitized contract changes which have occurred since the beginning of the contract.

10.2.4.1.3 Current Negotiated Cost. Enter in Block 5.c the sum of Blocks 5.a and 5.b. The amount shown should equal the current dollar value (excluding fee or profit) on which contractual agreement has been reached and should be the same as the amount in Negotiated Cost (Block 5.b) on Format 1.

10.2.4.1.4 Estimated Cost of Authorized, Unpriced Work. Enter in Block 5.d the estimated cost (excluding fee or profit) for contract changes for which written authorizations have been received, but for which contract prices have not been incorporated in the contract, as shown in Block 5.c of Format 1.

10.2.4.1.5 Contract Budget Base. Enter in Block 5.e the sum of Blocks 5.c and 5.d.

10.2.4.1.6 Total Allocated Budget. Enter in Block 5.f the sum of all budgets allocated to the performance of the contractual effort. The amount shown will include all management reserves and undistributed budgets. This amount will be the same as that shown on the Total line in Column (14) on Format 1 (Block 8.g) and Format 2 (Block 5.g).

10.2.4.1.7 Difference. Enter in Block 5.g the difference between Blocks 5.e and 5.f. In most cases, the amounts shown in Blocks 5.e and 5.f will be identical. If the amount shown in Blocks 5.f exceeds that shown in Block 5.e, it usually is an indication of a formal reprogramming (Over Target Baseline). The difference should be explained in Format 5 at the time the negative value appears and subsequently for any change in the value.

10.2.4.1.8 Contract Start Date. Enter in Block 5.h the date the contractor was authorized to start work on the contract, regardless of the date of contract definitization. (Long lead procurement efforts authorized under prior contracts are not to be considered.)

10.2.4.1.9 Contract Definitization Date. Enter in Block 5.i the date the contract was definitized.

10.2.4.1.10 Planned Completion Date. Enter in Block 5.j the completion date to which the budgets allocated in the Performance Measurement Baseline have been planned. This date should represent the planned completion of all significant effort on the contract. The cost associated with the schedule from which this date is taken is the Total Allocated Budget (Block 5.f of Format 3).

10.2.4.1.10.1 Performance Measurement Schedule Inconsistent With Contractual Schedule. In exceptional cases, the contractor may determine that the existing contract schedule cannot be achieved and no longer represents a reasonable basis for management control. With Government approval, the contractor may rephrase its performance measurement schedule to new dates which exceed the contractual milestones, a condition known as "Over Target Schedule." These new dates are for performance measurement purposes only and do not represent an agreement to modify the contract terms and conditions. The Government and the contractor will agree on the new performance measurement schedule prior to reporting it in the Cost Performance Report. The contractor should provide pertinent information in Format 5 on any schedule milestones that are inconsistent with contractual milestones, beginning the month the schedule is implemented and each month thereafter.

10.2.4.1.10.2 Indicators of a Performance Measurement Schedule Inconsistent With the Contractual Schedule. Formal reprogramming or internal replanning may result in performance measurement milestones that are inconsistent with the contractual milestones (Over Target Schedule). A difference between the planned completion date (Block 5.j) and the contract completion date (Block 5.k) indicates that some or all of the performance measurement milestones are inconsistent with the contractual milestones. However, some performance



measurement milestones may be inconsistent with contractual milestones even if these dates are the same.

10.2.4.1.11 Contract Completion Date. Enter in Block 5.k the contract scheduled completion date in accordance with the latest contract modification. The cost associated with the schedule from which this date is taken is the Contract Budget Base (Block 5.e of Format 3).

10.2.4.1.12 Estimated Completion Date. Enter the contractor's latest revised estimated completion date. This date should represent the estimated completion of all significant effort on the contract. The cost associated with the schedule from which this date is taken is the most likely management estimate at completion (Block 6.c.1 of Format 1).

#### 10.2.4.2 Column (1) - Item.

10.2.4.2.1 Performance Measurement Baseline (Beginning of Period). Enter in Block 6.a the time-phased Performance Measurement Baseline (PMB) (including G&A) which existed at the beginning of the current reporting period. Most of the entries on this line are taken directly from the PMB (End of Period) line on the previous report. For example, the number in Column (4) on the PMB (End of Period) line from last month's report becomes the number in Column (3) on the PMB (Beginning of Period) line on this report. The number in Column (5) (end of period) last report becomes Column (4) (beginning of period) on this report, etc. This rule pertains through Column (9) where the time increments change from monthly to some other periods of time. At this point, a portion of Column (10) (end of period) would go into Column (9) (beginning of period) and the remainder of Column (10) (end of period) would go into Column (10) (beginning of period). Columns (11) through (16) simply move directly up to the (beginning of period) line without changing columns.

10.2.4.2.2 Baseline Changes. List by number in Block 6.b, the contract changes and supplemental agreements authorized during the reporting period. All authorized baseline changes should be listed whether priced or unpriced. The amount of management reserve applied during the period should also be listed.

10.2.4.2.3 Performance Measurement Baseline (End of Period). Enter in Block 6.c the time-phased PMB as it exists at the end of the reporting period. The difference between this line and the PMB (Beginning of Period) should represent the effects of the authorized changes and allocations of management reserves made during the period. Significant differences should be explained in Format 5 in terms of reasons for necessary changes to time-phasing due to internal replanning or formal reprogramming, and reasons for the application of management reserve.

10.2.4.2.4 Management Reserve. Enter in Block 7 the total amount of management reserve remaining as of the end of the reporting period. This figure will agree with the amounts shown as management reserve in Formats 1 and 2.

10.2.4.2.5 Total. Enter in Column (16) of Block 8 the sum of Column (16) of Block 6.c (PMB (End of Period)) and Column (16) of Block 7 (Management Reserve). This amount should be the same as that shown on the Total line (Block 8.g) in Column (14) on Format 1.

10.2.4.3 Column (2) - BCWS - Cum To Date. On the PMB (Beginning of Period) line (Block 6.a), enter the cumulative BCWS as of the first day of the reporting period. This should be the same number reported as BCWS - Cum To Date on the Total line (Column (7) of Block 8.g) of Format 1 of the previous CPR. On the PMB (End of Period) line (Block 6.c), enter the cumulative BCWS as of the last day of the reporting period. This should be the same number reported as BCWS - Cum to Date on the Total line (Column (7) of Block 8.g) of Format 1 for this CPR.

10.2.4.4 Column (3) - BCWS For Report Period. On the PMB (Beginning of Period) line (Block 6.a), enter the BCWS planned for the reporting period. This should be the number in Column (4) on the PMB (End of Period) line (Block 6.c) on the preceding month's report.

10.2.4.5 Columns (4) Through (14). Enter the names of the next six months in the headings of Columns (4) through (9) of Block 6, and the names of the appropriate periods in the headings of Columns (10) through (14). In the PMB (Beginning of Period) line (Block 6.a), enter the BCWS projection reported in the previous CPR as PMB (End of Period) (Block 6.c). In the PMB (End of Period) line (Block 6.c) of this report, enter the projected BCWS (by month for six months and by periodic increments thereafter, or as negotiated with the procuring activity) for the remainder of the contract. The time-phasing of each item listed in Column (1) of Block 6.b need not be shown in Columns (4) through (14).

10.2.4.6 Column (15) - Undistributed Budget. On the PMB (Beginning of Period) line (Block 6.a), enter the number from Column (15) on the PMB (End of Period) line (Block 6.c) from the preceding report. On the PMB (End of Period) line, enter the undistributed budget shown in Column (14) of Block 8.d on Format 1 of this report.

10.2.4.7 Column (16) - Total Budget. On the PMB (Beginning of Period) line (Block 6.a) enter the number from Column (16) on the PMB (End of Period) line (Block 6.c) from the preceding report. In the section where baseline changes that occurred during the period are listed (Column (1) of Block 6.b), enter the amount of each of the changes listed. On the PMB (End of Period) line (Block 6.c), enter the sum of the amounts in the preceding columns on this line. On the Management Reserve line (Block 7), enter the amount of management reserve available at the end of the period. On the Total line (Block 8) enter the sum of the amounts in this column on the PMB (End of Period) line and the Management Reserve line. (This should equal the amount in Block 5.f on this format and also the amount of the Total line in Column (14), Block 8.g, of Format 1.)

#### 10.2.5 Format 4 - Staffing.

10.2.5.1 Performance Data. For those organizational categories shown in Column (1) of Block 5, equivalent months will be indicated for the current reporting period, cumulative through the current period, and forecast to completion. Direct equivalent months will be shown for each organizational category for the contract. An equivalent month is defined as the effort equal to that of one person for one month. Figures should be reported in whole numbers. (Partial months, .5 and above, will be rounded to 1; below .5 to 0.) When the Government and the contractor agree, staffing may be reported in equivalent days or hours.

10.2.5.1.1 Organizational Category. List the organizational categories that reflect the contractor's internal management structure in Block 5. Format 4 categories may differ from those reported in Format 2. If the Government needs different categories in Formats 2 and 4, the Format 4 categories will be addressed during negotiations. (See 7.6.7 above.)

10.2.5.1.2 Total Direct. In Block 6, Columns (2) through (15), enter the sum of all direct equivalent months for the organizational categories shown in Column (1).

10.2.5.2 Column (2) - Actual - Current Period. Enter the actual equivalent months incurred during the current reporting period.

10.2.5.3 Column (3) - Actual End of Current Period (Cum). Enter the actual equivalent months incurred to date (cumulative) as of the end of the report period.

10.2.5.4 Columns (4) Through (14) - Forecast (Non Cumulative). Enter a staffing forecast by month for a six-month period following the current period and by periodic increment thereafter, as negotiated with the procuring activity (see 7.6.4 above). The forecast will be updated at least quarterly unless a major revision to the plan or schedule has taken place, in which case forecasts will be changed for all periods involved in the report submitted at the end of the month in which the change occurred.

10.2.5.5 Column (15) - Forecast at Completion. Enter the estimate of equivalent months necessary for the total contract in Column (15) by organizational category. This estimate should be consistent with the most likely management estimate at completion shown in Block 6.c.1 of Format 1. Any significant change in the total number of equivalent months at completion of the contract (i.e., Column (15) Total) should be explained in Format 5.

#### 10.2.6 Format 5 - Explanations and Problem Analyses.

10.2.6.1 General. Format 5, Explanations and Problem Analyses, is a narrative report prepared to supplement the other CPR formats. Format 5 will normally address 1) contractually required cost, schedule and estimate at completion variance analyses, 2) management reserve changes and usage, 3) undistributed budget contents, 4) differences between the best case, worst case, and most likely management estimate at completion, if any, 5) the difference between the most likely management estimate at completion and the estimate in Block 8.e of Column (15), if any, 6) significant differences between beginning of period PMB timephasing and end of period PMB timephasing in Format 3, 7) performance measurement milestones that are inconsistent with contractual milestones (Over Target Schedule), 8) formal reprogramming (Over Target Baseline) implementation details, and 9) significant staffing estimate changes in Format 4. However, any topic relevant to contract cost, schedule or technical performance can be addressed in this format.

10.2.6.2 Total Contract. Provide a summary analysis, identifying significant problems affecting performance. Indicate corrective actions required, including Government action where applicable. Significant changes since the previous report should be highlighted. Discuss any other issues affecting successful attainment of contract cost, schedule or technical objectives which the contractor deems significant or noteworthy. This section should be brief, normally one page.

10.2.6.3 Cost and Schedule Variances. Explain all variances which exceed specified variance thresholds. Explanations of variances must clearly identify the nature of the problem, significant reasons for cost or schedule variance, effect on the immediate task, impact on the total contract, and the corrective action taken or planned. Explanations of cost variances should identify amounts attributable to rate changes separately from amounts applicable to hours worked; amounts attributable to material price changes separately from amounts applicable to material usage; and amounts attributable to overhead rate changes separately from amounts applicable to overhead base changes or changes in the overhead allocation basis. To reduce the volume of variance analysis, the Government may allow the contractor to refer to a prior CPR's variance analysis explanations if the explanation for the current CPR's variance has not changed significantly.

10.2.6.3.1 Setting Variance Analysis Thresholds. The Government should require the minimum amount of variance analysis in Format 5 which satisfies its management information needs. Excessive variance analysis is burdensome and costly, and detracts from the CPR's usefulness, while too little information is equally undesirable. The contract should include a provision to review cost and schedule variance analysis thresholds periodically, normally semiannually, to determine if they continue to meet the Government's information needs. If they do not, the thresholds should be changed at no cost to the Government.

10.2.6.3.2 Identifying Significant Variances. There is no prescribed basis for identifying which cost and schedule variances are to be explained in Format 5. The Government may specify any one of several ways to identify such variances, including, but not limited to the following:

10.2.6.3.2.1 Fixed Number of Variances. Specify a number of significant variances. These variances can be either current month, cumulative, or at-completion. Any number of significant variances may be selected, but the Government should be careful to select only the number that it feels are necessary.

10.2.6.3.2.2 Percentage or Dollar Thresholds. Select variances based on percentage or dollar thresholds. Significant schedule variances are identified based on their size or percentage to Budgeted Cost for Work Scheduled, and significant cost variances are identified based on their size or percentage to Budgeted Cost for Work Performed. For example, all current month, cumulative or at-completion variances greater than 10% or \$500K may be selected for analysis. This method usually results in a larger number of variances requiring reporting. Consequently, the thresholds should be reviewed periodically to ensure they continue to provide a reasonable amount of useful information.

10.2.6.3.2.3 Specific Variances. Select variances for analysis only after reviewing Formats 1 or 2. Under this method, the CPR is delivered promptly after the contractor's accounting period ends with all required information in Formats 1 through 5 except variance analyses. Once the Government has reviewed this performance data, it selects specific variances for analysis. This method may be the most efficient in that the Government can pinpoint areas to be analyzed. It is also the most flexible because there may be some months where a review of the performance data yields few or no variance analysis candidates. However, this method should only be used if the Government is certain it has sufficient resources to review the CPR early and select variances each month.

10.2.6.3.2.4 No Variance Analysis Thresholds Specified. If the contract does not specify variance analysis thresholds, the contractor will determine what significant variance explanations are reported. These explanations should focus on 1) areas where the Government should be informed of developing issues or problems, 2) areas of identified program risk or management interest, or 3) areas of significantly unfavorable cost or schedule performance.

10.2.6.4 Other Analyses. In addition to variance explanations, the following analyses are mandatory:

10.2.6.4.1. Management Estimate at Completion. If the best or worst case management estimates at completion differ from the most likely estimate, the contractor must provide a brief explanation of the difference. Also, if the most likely management estimate at completion differs from the total entered in Column 15 of Format 1 or 2, the contractor must explain the difference. The explanations should focus on such areas as differences in underlying assumptions; a knowledgeable, realistic risk assessment; projected use of management reserve; estimate for undistributed budget; and higher management knowledge of current or future contract conditions.

10.2.6.4.2 Undistributed Budget. Identify the effort to which the undistributed budget applies. Also, explain any variance between the undistributed budget and the estimate for undistributed budget in Formats 1 and 2.

10.2.6.4.3 Management Reserve Changes. Identify the sources and uses of management reserve changes during the reporting period. For management reserve uses, identify the WBS and organizational elements to which applied, and the reasons for application.

10.2.6.4.4 Baseline Changes. Explain reasons for significant shifts in time-phasing of the PMB shown on Format 3.

10.2.6.4.5 Staffing Level Changes. Explain significant changes in the total staffing estimate at completion shown on Format 4. Also, explain reasons for significant shifts in time-phasing of planned staffing.

10.2.6.5 Formal Reprogramming (Over Target Baseline). If the difference shown in Block 5.g on Format 3 becomes a negative value or changes in value, provide information on the following:

10.2.6.5.1 Authorization. Procuring activity authorization for the baseline change which resulted in negative value or change.

10.2.6.5.2 Reason. A discussion of the reason(s) for the change.

10.2.6.5.3 CPR Reporting. A discussion of how the change affected CPR reporting (i.e., amount allocated to management reserve, adjustments to cost or schedule variances, etc.).

10.2.6.5.4 Schedule. Indicate whether the contract schedule was retained for performance measurement or was replaced with a schedule that exceeds the contractual schedule (Over Target Schedule).

10.2.6.6 Over Target Schedule. If a performance measurement schedule exceeding the contractual schedule (Over Target Schedule) has been implemented, provide a discussion of the pertinent information, such as authorization, reasons and significant dates.

CLASSIFICATION (When filled in)

# COST PERFORMANCE REPORT FORMAT 1 - WORK BREAKDOWN STRUCTURE

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OMB No. 0704-0188

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|                                                |                                            |                                       |                                            |                                         |                           |                           |                                            |
|------------------------------------------------|--------------------------------------------|---------------------------------------|--------------------------------------------|-----------------------------------------|---------------------------|---------------------------|--------------------------------------------|
| 1. CONTRACTOR                                  |                                            | 2. CONTRACT                           |                                            | 3. PROGRAM                              |                           | 4. REPORT PERIOD          |                                            |
| a. NAME                                        |                                            | a. NAME                               |                                            | a. NAME                                 |                           | a. FROM (YYYYMMDD)        |                                            |
| b. LOCATION (Address and ZIP Code)             |                                            | b. NUMBER                             |                                            | b. PHASE (X one)                        |                           | b. TO (YYYYMMDD)          |                                            |
| c. TYPE                                        |                                            | d. SHARE RATIO                        |                                            | RDT&E                                   |                           | PRODUCTION                |                                            |
| 5. CONTRACT DATA                               |                                            |                                       |                                            |                                         |                           |                           |                                            |
| a. QUANTITY                                    | b. NEGOTIATED COST                         | c. EST. COST AUTHORIZED UNPRICED WORK | d. TARGET PROFIT/ FEE                      | e. TARGET PRICE                         | f. ESTIMATED PRICE        | g. CONTRACT CEILING       | h. ESTIMATED CONTRACT CEILING              |
| 6. ESTIMATED COST AT COMPLETION                |                                            |                                       |                                            | 7. AUTHORIZED CONTRACTOR REPRESENTATIVE |                           |                           |                                            |
| MANAGEMENT ESTIMATE AT COMPLETION (1)          |                                            | CONTRACT BUDGET BASE (2)              |                                            | a. NAME (Last, First, Middle Initial)   |                           | b. TITLE                  |                                            |
| a. BEST CASE                                   |                                            | VARIANCE (3)                          |                                            | c. SIGNATURE                            |                           | d. DATE SIGNED (YYYYMMDD) |                                            |
| b. WORST CASE                                  |                                            |                                       |                                            |                                         |                           |                           |                                            |
| c. MOST LIKELY                                 |                                            |                                       |                                            |                                         |                           |                           |                                            |
| 8. PERFORMANCE DATA                            |                                            |                                       |                                            |                                         |                           |                           |                                            |
| ITEM (1)                                       | CURRENT PERIOD                             |                                       | CUMULATIVE TO DATE                         |                                         | REPROGRAMMING ADJUSTMENTS |                           | AT COMPLETION                              |
|                                                | BUDGETED COST WORK SCHEDULED PERFORMED (2) | ACTUAL COST WORK PERFORMED (4)        | BUDGETED COST WORK SCHEDULED PERFORMED (7) | ACTUAL COST WORK PERFORMED (9)          | COST VARIANCE (12)        | BUDGET (13)               | BUDGETED (14) ESTIMATED (15) VARIANCE (16) |
| a. WORK BREAKDOWN STRUCTURE ELEMENT            |                                            |                                       |                                            |                                         |                           |                           |                                            |
| b. COST OF MONEY                               |                                            |                                       |                                            |                                         |                           |                           |                                            |
| c. GENERAL & ADMINISTRATIVE                    |                                            |                                       |                                            |                                         |                           |                           |                                            |
| d. UNDISTRIBUTED BUDGET                        |                                            |                                       |                                            |                                         |                           |                           |                                            |
| e. SUBTOTAL (Performance Measurement Baseline) |                                            |                                       |                                            |                                         |                           |                           |                                            |
| f. MANAGEMENT RESERVE                          |                                            |                                       |                                            |                                         |                           |                           |                                            |
| g. TOTAL                                       |                                            |                                       |                                            |                                         |                           |                           |                                            |
| 9. RECONCILIATION TO CONTRACT BUDGET BASE      |                                            |                                       |                                            |                                         |                           |                           |                                            |
| a. VARIANCE ADJUSTMENT                         |                                            |                                       |                                            |                                         |                           |                           |                                            |
| b. TOTAL CONTRACT VARIANCE                     |                                            |                                       |                                            |                                         |                           |                           |                                            |

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DD FORM 2734/1, AUG 96

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CLASSIFICATION (When filled in)

CLASSIFICATION (When filled in)

COST PERFORMANCE REPORT  
FORMAT 2 - ORGANIZATIONAL CATEGORIES

DOLLARS IN

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OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average .6 hours per response, including the time for reviewing existing data sources, gathering existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. SUBMIT COMPLETED FORMS IN ACCORDANCE WITH CONTRACTUAL REQUIREMENTS.

|                                    |  |                |  |                  |  |                     |  |
|------------------------------------|--|----------------|--|------------------|--|---------------------|--|
| 1. CONTRACTOR                      |  | 2. CONTRACT    |  | 3. PROGRAM       |  | 4. REPORT PERIOD    |  |
| a. NAME                            |  | a. NAME        |  | a. NAME          |  | a. FROM (YYYY/MMDD) |  |
| b. LOCATION (Address and ZIP Code) |  | b. NUMBER      |  | b. PHASE (X one) |  | b. TO (YYYY/MMDD)   |  |
| c. TYPE                            |  | d. SHARE RATIO |  | RDT&E            |  | PRODUCTION          |  |

## 5. PERFORMANCE DATA

| ITEM<br><br>(1)                                | CURRENT PERIOD     |                    |                                |          |                    |                    | CUMULATIVE TO DATE |                                |          |  | REPROGRAMMING ADJUSTMENTS |             | AT COMPLETION |                |               |
|------------------------------------------------|--------------------|--------------------|--------------------------------|----------|--------------------|--------------------|--------------------|--------------------------------|----------|--|---------------------------|-------------|---------------|----------------|---------------|
|                                                | BUDGETED COST      |                    | ACTUAL COST WORK PERFORMED (4) | VARIANCE |                    | BUDGETED COST      |                    | ACTUAL COST WORK PERFORMED (9) | VARIANCE |  | COST VARIANCE (12)        | BUDGET (13) | BUDGETED (14) | ESTIMATED (15) | VARIANCE (16) |
|                                                | WORK SCHEDULED (2) | WORK PERFORMED (3) | SCHEDULE (5)                   | COST (6) | WORK SCHEDULED (7) | WORK PERFORMED (8) | SCHEDULE (10)      | COST (11)                      |          |  |                           |             |               |                |               |
|                                                |                    |                    |                                |          |                    |                    |                    |                                |          |  |                           |             |               |                |               |
| a. ORGANIZATIONAL CATEGORY                     |                    |                    |                                |          |                    |                    |                    |                                |          |  |                           |             |               |                |               |
| b. COST OF MONEY                               |                    |                    |                                |          |                    |                    |                    |                                |          |  |                           |             |               |                |               |
| c. GENERAL & ADMINISTRATIVE                    |                    |                    |                                |          |                    |                    |                    |                                |          |  |                           |             |               |                |               |
| d. UNDISTRIBUTED BUDGET                        |                    |                    |                                |          |                    |                    |                    |                                |          |  |                           |             |               |                |               |
| e. SUBTOTAL (Performance Measurement Baseline) |                    |                    |                                |          |                    |                    |                    |                                |          |  |                           |             |               |                |               |
| f. MANAGEMENT RESERVE                          |                    |                    |                                |          |                    |                    |                    |                                |          |  |                           |             |               |                |               |
| g. TOTAL                                       |                    |                    |                                |          |                    |                    |                    |                                |          |  |                           |             |               |                |               |

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**CLASSIFICATION (When filled in)**

**COST PERFORMANCE REPORT  
FORMAT 3 - BASELINE**

Form Approved

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OMB No. 0704-0188

|                                    |  |                                            |  |                                       |  |                                               |  |
|------------------------------------|--|--------------------------------------------|--|---------------------------------------|--|-----------------------------------------------|--|
| 1. CONTRACTOR                      |  | 2. CONTRACT                                |  | 3. PROGRAM                            |  | 4. REPORT PERIOD                              |  |
| a. NAME                            |  | a. NAME                                    |  | a. NAME                               |  | a. FROM (YYYYMMDD)                            |  |
| b. LOCATION (Address and ZIP Code) |  | b. NUMBER                                  |  | b. PHASE (X one)                      |  | b. TO (YYYYMMDD)                              |  |
|                                    |  | c. TYPE                                    |  | d. SHARE RATIO                        |  | PRODUCTION                                    |  |
|                                    |  |                                            |  |                                       |  |                                               |  |
| 5. CONTRACT DATA                   |  |                                            |  |                                       |  |                                               |  |
| a. ORIGINAL NEGOTIATED COST        |  | b. NEGOTIATED CONTRACT CHANGES             |  | c. CURRENT NEGOTIATED COST (a. + b.)  |  | d. ESTIMATED COST OF AUTHORIZED UNPRICED WORK |  |
|                                    |  |                                            |  |                                       |  | e. CONTRACT BUDGET BASE (c. + d.)             |  |
|                                    |  |                                            |  |                                       |  | f. TOTAL ALLOCATED BUDGET                     |  |
|                                    |  |                                            |  |                                       |  | g. DIFFERENCE (e. - f.)                       |  |
| h. CONTRACT START DATE (YYYYMMDD)  |  | i. CONTRACT DEFINITIZATION DATE (YYYYMMDD) |  | j. PLANNED COMPLETION DATE (YYYYMMDD) |  | k. CONTRACT COMPLETION DATE (YYYYMMDD)        |  |
|                                    |  |                                            |  |                                       |  | l. ESTIMATED COMPLETION DATE (YYYYMMDD)       |  |

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**CLASSIFICATION (When filled in)**



## COST PERFORMANCE REPORT

### FORMAT 4 - STAFFING

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OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 5.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Project Director (0704-0142). Respondents should be aware that notwithstanding any provision of law that may exempt certain collections of information, if you do not provide this information it may result in the imposition of civil or criminal penalties. Do not send confidential or proprietary information to this address. **PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. SUBMIT COMPLETED FORMS IN ACCORDANCE WITH CONTRACTUAL REQUIREMENTS.**

| 1. CONTRACTOR                      |  | 2. CONTRACT |                | 3. PROGRAM       |            | 4. REPORT PERIOD   |  |
|------------------------------------|--|-------------|----------------|------------------|------------|--------------------|--|
| a. NAME                            |  | a. NAME     |                | a. NAME          |            | a. FROM (YYYYMMDD) |  |
| b. LOCATION (Address and ZIP Code) |  | b. NUMBER   |                |                  |            | b. TO (YYYYMMDD)   |  |
|                                    |  | c. TYPE     | d. SHARE RATIO | b. PHASE (X one) |            |                    |  |
|                                    |  |             |                | RDT&E            |            |                    |  |
|                                    |  |             |                |                  | PRODUCTION |                    |  |

## 5. PERFORMANCE DATA (All figures in whole numbers)

[illegible]DD FORM 2734/4, AUG 96  
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/4, AUG 96

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CLASSIFICATION (When filled in)

FORMAT 5 - EXPLANATIONS AND PROBLEM ANALYSES

Form Approved

OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 36.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any notice that may appear in this collection of information, it does not impose a burden on individuals who are not required to provide information. **PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. SUBMIT COMPLETED FORMS IN ACCORDANCE WITH CONTRACTUAL REQUIREMENTS.**

|                                    |  |             |  |                  |  |                    |  |
|------------------------------------|--|-------------|--|------------------|--|--------------------|--|
| 1. CONTRACTOR                      |  | 2. CONTRACT |  | 3. PROGRAM       |  | 4. REPORT PERIOD   |  |
| a. NAME                            |  | a. NAME     |  | a. NAME          |  | a. FROM (YYYYMMDD) |  |
| b. LOCATION (Address and ZIP Code) |  | b. NUMBER   |  | b. PHASE (X one) |  | b. TO (YYYYMMDD)   |  |
|                                    |  | c. TYPE     |  | d. SHARE RATIO   |  | PRODUCTION         |  |
|                                    |  |             |  |                  |  | RDT&E              |  |

5. EVALUATION

1

## Data Item Description

**Title:** Metrics Management Plan

**Number:** DI-AP-NSGI-A011

**Approval Date:**

**NIMA Office Responsible:**

**Use/relationship:** The Metrics Management Plan shall include those metrics that the prime contractor, subcontractor and/or teammates normally track and are significant to the successful management of the contract. The Plan shall be submitted to the government to determine the adequacy of purpose and provide the government an opportunity to direct changes and/or additions as necessary. The plan shall describe the method for collecting and integrating subcontractors and/or teammates data. Based on the approved Metrics Management Plan, the contractor shall be update and maintain all metrics and provide access to the metrics data by the Government via the contractor's Integrated Digital Environment (IDE).

Metrics shall be reported referencing the government provided Contractor Work Breakdown Structure level, or lower levels, that provide insight necessary for evaluation. There shall be a heavy focus on software metrics to include lines of code by configuration item, by language, and separated into new, modified, and reused categories. Lines of code for glue and interface code shall also be addressed. If code counts are not used, the plan should contain an equivalent level of detailed metrics in accordance with a CMM or CMMI organization evaluated at level 3 or greater. Metrics for system engineering, integration, test, and product defects shall also be included in the plan.

The contractor's report format shall include the baseline, actual, and expected metrics and an explanation of deviations from the baseline.

**Proposed Data Item Description (DID):** One-time DID – Metrics Management Plan

**Requirements:**

1. Format: Contractor format acceptable.
2. Content: To be proposed by the contractor.

**End DID** DI-AP-NSGI-A011



Contract Funds Status Report (CFSR)

Continuation DD Form 1423-1, JUN 90

tem 16 (continued):

Item 4 (continued):

c. All formats shall be delivered in electronic media. The American National Standards Institute (ANSI) X12 standards (transaction sets 839F), or XML, will be used for Electronic Data Interchange, and/or the NIMA/AM provided standardized MS Excel CFSR template.

d. All reports should be appropriately classified following the applicable NIMA classification guidance and delivered in a manner appropriate to the classification level.

Item 11: The CFSR shall be current as of the end of the prime contractor's monthly accounting period. Subcontractor and/or teammate data will be submitted for the same accounting period as the prime contractor's (e.g. the contractor's April accounting month-end data and the subcontractor's and/or teammate's April month-end data, regardless of when the subcontractor's and/or teammate's accounting month ends.)

Item 12: The First Submission shall be after the first full accounting period following Contract Award. The CFSR shall be submitted by the 15th calendar day of the month following the accounting month-end period. If the 15th occurs on a non-working day, the reports will be submitted the next business day.

Item 13: The Subsequent Submissions shall be by the 15th calendar day of the month following the accounting month-end period. If the 15th occurs on a non-working day, the reports will be submitted the next business day.

Item 14: Deliveries shall be 5 hardcopy and 3 CDs.

# DATA ITEM DESCRIPTION

Form Approved  
OMB NO. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

|                                                 |                                           |
|-------------------------------------------------|-------------------------------------------|
| 1. TITLE<br>CONTRACT FUNDS STATUS REPORT (CFSR) | 2. IDENTIFICATION NUMBER<br>DI-MGMT-81468 |
|-------------------------------------------------|-------------------------------------------|

## DESCRIPTION/PURPOSE

The Contract Funds Status Report (CFSR), DD Form 1586, Sample Format 1, is designed to supply funding data about defense contracts to Program Managers for: (a) updating and forecasting contract funds requirements, (b) planning and decision making on funding changes to contracts, (c) developing funds requirements and budget estimates in support of approved programs, (d) determining funds in excess of contract needs and available for deobligation, and (e) obtaining rough estimates of termination costs.

|                                     |                                                                |                     |                      |
|-------------------------------------|----------------------------------------------------------------|---------------------|----------------------|
| 4. APPROVAL DATE (YYMMDD)<br>951019 | 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)<br>OUSD (A&T) API/PM | 6a. DTIC APPLICABLE | 6b. GIDEP APPLICABLE |
|-------------------------------------|----------------------------------------------------------------|---------------------|----------------------|

## 7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.

7.2 This DID may be used in conjunction with other ATC program control office DIDs, the Cost Performance Report DID, DI-MGMT-81466, and the Cost/Schedule Status Report DID, DI-MGMT-81467.

7.3 Contractual Application. The CFSR is applicable to contracts over 6 months in duration. No specific application thresholds are established, but application to contracts of less than \$1,000,000 (constant fiscal year (FY) 1990 dollars) should be evaluated carefully to ensure only the minimum information necessary for effective management control is required. The CFSR will not be applied to firm fixed price contracts (as defined in FAR 16.202) unless unusual circumstances require specific funding visibility. CFSRs may be applied to unpriced portions of firm fixed price contracts that are estimated to be in excess of twenty (20) percent of the initial contract value. Only those parts of the CFSR essential to the management of each acquisition will be required. The DoD Program Manager will determine the need for contract funds information and apply only those portions of the CFSR deemed appropriate. To ensure that only minimum data is required over the life of the contract, provisions should be included in the contract to review reporting requirements at least annually and change them, if necessary, at no charge to the Government. (Continued on page 2)

|                        |                                      |                          |
|------------------------|--------------------------------------|--------------------------|
| 8. APPROVAL LIMITATION | 9a. APPLICABLE FORMS<br>DD Form 1586 | 9b. AMSC NUMBER<br>D7122 |
|------------------------|--------------------------------------|--------------------------|

## 10. PREPARATION INSTRUCTIONS

10.1 Format. Contractor formats should be substituted whenever they contain all the required data elements at the specified reporting levels in a form suitable for DOD management.

10.2 Content. The CFSR shall contain the following information:

10.2.1 Item 1 - Contract Number. Enter the assigned contract number and the latest modification number on which contractual agreement has been reached.

10.2.2 Item 2 - Contract Type. Enter the type of contract as identified in FAR Part 16 (e.g., Cost Plus Fixed Fee (CPFF), Fixed Price Incentive (FPI), etc.).

10.2.3 Item 3 - Contract Funding For. Enter the applicable type as follows:

Multi-Year Procurement (MYP)  
Incrementally Funded Contract (INC)  
Contract for a Single Year (SYC)

10.2.3.1 For FY. For contracts which are financed with funds appropriated in more than one fiscal year, a report is required for each fiscal year's funds where the separate year's funds in the contract are associated with specific quantities of hardware or services to be furnished. The fiscal year(s) being reported will be shown in this block and that year's share of the total target prices (initial and adjusted) will be shown in Items 9 and 10. (Continued on page 3)

## 1. DISTRIBUTION STATEMENT

Distribution Statement A: Approved for public release; distribution is unlimited.

## Block 7, Application/Interrelationship (Continued)

7.3.1 Level of Reporting. If a contract is funded with a single appropriation, a single line entry at the total contract level should be considered for CFSR reporting. Reporting by line item or WBS element will be limited to only those items or elements needed to support funds management requirements. A reduced level of reporting may be implemented on contracts (a) with a dollar value between \$250,000 and \$1,000,000 (constant FY 1990 dollars); (b) that are for time and material; or (c) for which only limited funding requirements information is needed.

7.3.2 Multiple Appropriations. Where two or more appropriation sources are used for funding a single contract, contractors will segregate funds data by appropriation accounting reference. The procuring agency will supply the appropriation numbers applicable to individual line items or WBS elements. If a single line item or WBS element is funded by more than one appropriation, methods for segregating and reporting such information will be negotiated and specified in the contract.

7.3.3 Electronic Data Interchange. The American National Standards Institute (ANSI) X12 standard (transaction set 839), or the United Nations Electronic Data Interchange For Commerce, Administration and Transport (EDIFACT) equivalent, will be used for EDI transmission.

7.4 Frequency and Submission. The CFSR will be a contractual requirement as set forth in the Contract Data Requirements List (CDRL) DD Form 1423. Unless otherwise provided in the contract, the CFSR will be prepared as of the end of each calendar quarter or contractor accounting period nearest the end of each quarter. The required number of copies of the CFSR will be forwarded within 25 calendar days after the "as of" date of the report, or as otherwise specified in the contract. In the event of exceptional circumstances which call for increased frequency in reporting, such frequency will not be more often than monthly and will be negotiated and specified in the contract.

7.5 Explanations of Terms.

7.5.1 Open Commitments. For this report, a commitment represents the estimated obligation of the contractor (excluding accrued expenditures) to vendors or subcontractors (based on the assumption that the contract will continue to completion).

7.5.2 Accrued Expenditures. For this report, include recorded or incurred costs as defined within the Allowable Cost, Fee and Payments Clause (FAR 52.216-7) for cost type contracts or the Progress Payments Clause (FAR 52.232-16) for fixed price type contracts, plus the estimated fee or profit earned. Such costs include:

7.5.2.1 Actual payments for services or items purchased directly for the contract.

7.5.2.2 Costs incurred, but not necessarily paid, for storeroom issues, direct labor, direct travel, direct other in-house costs and allocated indirect costs.

7.5.2.3 Progress payments made to subcontractors.

7.5.2.4 Pension costs provided they are paid at least quarterly.

7.5.3 Termination Costs. Although this report is prepared on the basis that the contract will continue to completion, it is necessary to report estimated termination cost by government fiscal year and generally by more frequent intervals on incrementally funded contracts. The frequency will be dependent on the funding need dates (i.e., quarterly) and should be compatible with the contract funding clauses, Limitation of Funds clause (cost type contracts) or



Limitation of Obligation clause (fixed price type contracts). Termination costs include such items as loss of useful life of special tooling, special machinery and equipment; rental cost of unexpired leases; and settlement expenses. The definition of termination costs is included in FAR 31.205-42. In the event the Special Termination Costs clause (DFARS 252.249-7000) is authorized, then costs defined therein will be eliminated from the estimated termination costs.

7.6 The CFSR DID may be "tailored" in Block 16 of CDRL DD Form 1423. Tailoring is defined as deleting requirements from a DID. Requiring more information in the CFSR CDRL DD Form 1423 than specified in this DID is prohibited by DOD regulation. All negotiated reporting provisions will be specified in the contract's CDRL.

7.7 This DID supersedes DI-F-6004B.

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Block 10, Preparation Instructions (Continued)

10.2.4 Item 4 - Appropriation. Enter the appropriation name (i.e., Research, Development, Test and Evaluation, Aircraft Procurement, etc.) and DoD Component (i.e., Air Force, Navy, etc.) in this block.

10.2.5 Item 5 - Previous Report Date. Enter the cut-off date of the previous report. (Year, Month, Day)

10.2.6 Item 6 - Current Report Date. Enter the cut-off date applicable to this report. (Year, Month, Day)

10.2.7 Item 7 - Contractor. Enter the name, division (if applicable), and mailing address of the reporting contractor.

10.2.8 Item 8 - Program. Identify the program by name or enter the type, model and series or other military designation of the prime item or items purchased on the contract. If the contract is for services or a level-of-effort (i.e., research, flight test, etc.), the title of the service should be shown.

10.2.9 Item 9 - Initial Contract Price. Enter the dollar amounts for the initial negotiated contract target price (or estimated price for non-incentivized contracts) and contract ceiling price when appropriate. For contracts which are financed with funds appropriated in more than one fiscal year, only the share of the total initial target and ceiling associated with the fiscal year shown in Item 3 will be entered.

10.2.10 Item 10 - Adjusted Contract Price. Enter the dollar amounts for the adjusted contract target price (initial negotiated contract plus supplemental agreements) and adjusted contract ceiling price or estimated ceiling price where appropriate. For contracts which are financed with funds appropriated in more than one fiscal year, only the share of the total adjusted target and ceiling associated with the fiscal year shown in Item 3 will be entered.

10.2.11 Item 11 - Funding Information.

10.2.11.1 Column a. - Line Item/Work Breakdown Structure (WBS) Element. Enter the line item or WBS elements specified for CFSR coverage in the contract.

10.2.11.2 Column b. - Appropriation Identification. Enter the appropriation number supplied by the DoD Component for the contract or, if applicable, each line item or WBS element.

10.2.11.3 Column c. - Funding Authorized To Date. Enter dollar amounts of contract funding authorized under the contract from the beginning of the fiscal year(s) shown in Item 3 through the report date shown in Item 6.

10.2.11.4 Column d. - Accrued Expenditures Plus Open Commitments Total. For contract work authorized, enter the total of (a) the cumulative accrued expenditures incurred through the end of the reporting period, and (b) the open commitments on the "as of" date of the report. Enter the total applicable to funds for the fiscal year(s) covered by this report as shown in Item 3.

10.2.11.4.1 Separation of Open Commitments and Accrued Expenditures. On selected contracts, the separation of open commitments and accrued expenditures by line item or WBS element may be a negotiated requirement in the contract. Utilization of this provision should be held to the minimum essential to support information needs of the procuring agency. In the event this separation of data is not available in the contractor's accounting system or cannot be derived without significant effort, provision should be made to permit use of estimates. The procedures used by the contractor in developing estimates shall be explained in the Remarks section of the report.

10.2.11.4.2 Notice of Termination. When a Notice of Termination has been issued, potential termination liability costs will be entered in this column. They will be identified to the extent possible with the source of liability (prime or subcontract).

10.2.11.5 Column e. - Contract Work Authorized - Definitized. For the fiscal year(s) shown in Item 3, enter the estimated price for the authorized work on which contractual agreement has been reached, including profit/fee, incentive and cost sharing associated with projected over/underruns. Amounts for contract changes will not be included in this item unless they have been priced and incorporated in the contract through a supplemental agreement.

10.2.11.6 Column f. - Contract Work Authorized - Not Definitized. Enter the contractor's estimate of the funds requirements for performing required work (e.g., additional agreements or changes) for which firm contract prices have not yet been agreed to in writing by the parties to the contract. Report values only for items for which written orders have been received. For incentive type contracts, show total cost to the Government (recognizing contractor participation). Enter in the Remarks section a brief but complete explanation of the reason for the change in funds.

10.2.11.7 Column g. - Subtotal. Enter the total estimated price for all work authorized on the contract (Column e. plus Column f.).

10.2.11.8 Column h. - Forecast - Not Yet Authorized. Enter an estimate of funds requirements, including the estimated amount for fee or profit, for changes proposed by the Government or by the contractor, but not yet directed by the contracting officer. In the Remarks section state each change document number and estimated value of each change.

10.2.11.9 Column i. - Forecast - All Other Work. Enter an estimate of funds requirements for additional work anticipated to be performed (not included in a firm proposal) which the contractor, based on his knowledge and experience, expects to submit to the Government within a reasonable period of time.

10.2.11.10 Column j. - Subtotal. Enter an estimate of total requirements for forecast funding (the sum of Column h. plus Column i.). Specific guidelines on what the contractor may include in the funding forecast section may be made a part of the contract.

10.2.11.11 Column k. - Total Requirements. Enter an estimate of total funds requirements for contract work authorized and forecast (the sum of Column g. plus Column j.).

10.2.11.12 Column l. - Funds Carryover. For incrementally funded contracts only, report the amount by which the prior federal fiscal year funding was in excess of the prior year's requirement. If there is no carryover, report zero. Specific instructions for the use of this item may be made a part of the contract.

10.2.11.13 Column m. - Net Funds Required. Enter an estimate of net funds required, subtracting funds carryover in Column l. from total requirements in Column k.

10.2.11.14 Column Totals. Totals should be provided for Columns c. through m. for all line items or WBS elements reported.

10.2.12 Item 12 - Contract Work Authorized (With Fee/Profit) - Actual Or Projected. Data entries will be as follows: In the first column, actuals cumulative to date; in all other columns except the last, projected cumulative amounts from the start of the contract to the end of the period indicated in the column heading; in the last column, the projected cumulative amounts from the start to the end of the contract or fiscal year being reported. When the contractor has developed a range of estimates at completion, the most likely estimate shall be used to develop the projected cumulative data in this item.

10.2.12.1 Column Headings. Columns 2 through 9 will be headed to indicate periods covering the life of the contract or fiscal year being reported and may be headed to show months, quarters, half years and/or fiscal years as prescribed by the procuring agency.

10.2.12.2 Data Composition. Projected data should include all planned obligations, anticipated accruals, anticipated over/under targets (total cost to the Government recognizing contractor participation), G&A, and fee/profit. For award fee contracts, the fee actually awarded will be included in Column 1, Actual to Date. The contractor shall describe in the Remarks section the amount, by period, and rationale for any award fee projections included in Columns 2 through 10.

10.2.12.3 Item 12.a. - Open Commitments. In the first column enter commitments open as of the date of the report. In subsequent columns enter the commitments projected to be open as of the end of each period indicated by the column headings. The amount entered will be the projected cumulative commitments less the planned cumulative expenditures as of the end of time period indicated. At the end of the contract, the amount will be zero.

10.2.12.4 Item 12.b. - Accrued Expenditures. In the first column enter actuals to date. In subsequent columns enter the projected cumulative accrued expenditures as of the end of each period indicated by the column headings.

10.2.12.5 Item 12.c. - Total (12.a. and 12.b.). In the columns provided, enter the total contract work authorized - actuals to date (Column 1) or projected (Columns 2 through 10). This total is the sum of open commitments and accrued expenditures projected through the periods indicated by the column headings. Significant changes in the amount or timephasing of this item shall be explained in the Remarks section.

10.2.13 Item 13 - Forecast Of Billings To The Government. In the first column enter the cumulative amount received from the Government plus any unpaid billings to the Government through the current report date, including amounts applicable to progress or advance payments. In succeeding columns enter the amount expected to be billed to the Government during each period reported (assuming the contract will continue to completion). Amounts will not be cumulative.

10.2.14 Item 14 - Estimated Termination Costs. In the columns provided, enter the estimated costs that would be necessary to liquidate all government

obligations if the contract were to be terminated in that period. These entries are the amounts required in addition to the amounts shown in Item 12. Applicable fee/profit should be included. These entries may consist of "rough order of magnitude" estimates and will not be construed as providing formal notification having contractual significance. This estimate will be used to assist the Government in budgeting for the potential incurrence of such cost. On contracts with Limitation of Funds/Obligation clauses, where termination costs are included as part of the funding information in Block 11, enter the amounts required for termination reserve on this line.

### 10.3 Remarks Section.

10.3.1 General. This section shall contain any additional information or remarks which support or explain data submitted in this report. At a minimum, the contractor shall present the following information: (a) explanations of funds changes (refer to paragraphs 10.2.11.6, 10.2.11.8 and 10.3.2); (b) procedures used to develop estimates of open commitments and accrued expenditures (refer to paragraph 10.2.11.4.1); (c) the amount and rationale for any award fee projections included in Item 12 (refer to paragraph 10.2.12.2); (d) explanations of significant changes in the amount or timephasing of actual or projected total contract work authorized (refer to paragraph 10.2.12.5); and (e) any other information deemed significant or noteworthy. The contractor also shall provide a projected contract completion date that supports the funding projections in Item 12.

10.3.2 Changes. The Remarks section shall contain information regarding changes, as indicated below. A change in a line item shall be reported when the dollar amount reported in Item 11, Column k. of this submission differs from that reported in the preceding submission. The movement of dollar amounts from one column to another (Item 11, Columns e. through j.), indicating a change in the firmness of funds requirements, need not be reported in this section. Change reporting shall include the following:

10.3.2.1 The location of the changed entry (page, line, and column);

10.3.2.2 The dollar amount of the change; and

10.3.2.3 A narrative explanation of the cause of each change.

CLASSIFICATION

## CONTRACT FUNDS STATUS REPORT (Dollars in )

Form Approved

OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS.

|                    |                         |                         |                                            |                             |
|--------------------|-------------------------|-------------------------|--------------------------------------------|-----------------------------|
| 1. CONTRACT NUMBER | 3. CONTRACT FUNDING FOR | 5. PREVIOUS REPORT DATE | 7. CONTRACTOR (Name, address and zip code) | 9. INITIAL CONTRACT PRICE   |
|                    | FOR FY                  |                         |                                            | a. TARGET                   |
| 2. CONTRACT TYPE   | 4. APPROPRIATION        | 6. CURRENT REPORT DATE  | 8. PROGRAM                                 | b. CEILING                  |
|                    |                         |                         |                                            | 10. ADJUSTED CONTRACT PRICE |
|                    |                         |                         |                                            | a. TARGET                   |
|                    |                         |                         |                                            | b. CEILING                  |

| 11. FUNDING INFORMATION    |                                   |                                 |                                                  |                          |                      |               |                         |                     |               |                         |                       |                         |
|----------------------------|-----------------------------------|---------------------------------|--------------------------------------------------|--------------------------|----------------------|---------------|-------------------------|---------------------|---------------|-------------------------|-----------------------|-------------------------|
| LINE ITEM/WBS ELEMENT<br>a | APPROPRIATION IDENTIFICATION<br>b | FUNDING AUTHORIZED TO DATE<br>c | ACCRUED EXPENDITURES OPEN COMMITMENTS TOTAL<br>d | CONTRACT WORK AUTHORIZED |                      |               | FORECAST                |                     |               | TOTAL REQUIREMENTS<br>k | FUNDS CARRY-OVER<br>l | NET FUNDS REQUIRED<br>m |
|                            |                                   |                                 |                                                  | DEFINITIZED<br>e         | NOT DEFINITIZED<br>f | SUBTOTAL<br>g | NOT YET AUTHORIZED<br>h | ALL OTHER WORK<br>i | SUBTOTAL<br>j |                         |                       |                         |
|                            |                                   |                                 |                                                  |                          |                      |               |                         |                     |               |                         |                       |                         |

| 12. CONTRACT WORK AUTHORIZED (With Fee/Profit) - ACTUAL OR PROJECTED |                |  |  |  |  |  |  |  |  |               |
|----------------------------------------------------------------------|----------------|--|--|--|--|--|--|--|--|---------------|
|                                                                      | ACTUAL TO DATE |  |  |  |  |  |  |  |  | AT COMPLETION |
| a. OPEN COMMITMENTS                                                  |                |  |  |  |  |  |  |  |  |               |
| b. ACCRUED EXPENDITURES                                              |                |  |  |  |  |  |  |  |  |               |
| c. TOTAL (12a + 12b)                                                 |                |  |  |  |  |  |  |  |  |               |
| 13. FORECAST OF BILLINGS TO THE GOVERNMENT                           |                |  |  |  |  |  |  |  |  |               |
| 14. ESTIMATED TERMINATION COSTS                                      |                |  |  |  |  |  |  |  |  |               |
| 15. REMARKS                                                          |                |  |  |  |  |  |  |  |  |               |

| CONTRACT DATA REQUIREMENTS LIST (CDRL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                     |                                                   |                                             |                      |                               |           |         |            |                |   |         |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------|----------------------|-------------------------------|-----------|---------|------------|----------------|---|---------|--|
| Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E. |                                                                     |                                                   |                                             |                      |                               |           |         |            |                |   |         |  |
| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | B. EXHIBIT<br>TBD                                                   | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> |                                             |                      |                               |           |         |            |                |   |         |  |
| D. SYSTEM/ITEM<br>GEOSCOU PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                     | E. CONTRACT/PR NO.                                |                                             | F. CONTRACTOR<br>TBD |                               |           |         |            |                |   |         |  |
| 1. DATA ITEM NO.<br><br>A013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2. TITLE OF DATA ITEM<br><br>PRODUCT SUPPORT MANAGEMENT PLAN (PSMP) |                                                   |                                             | 3. SUBTITLE          |                               |           |         |            |                |   |         |  |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                     |                                                   | 5. CONTRACT REFERENCE<br>SOW Paragraph 4.9  |                      | 6. REQUIRING OFFICE<br>NIMA/A |           |         |            |                |   |         |  |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 9. DIST STATEMENT<br>REQUIRED                                       | 10. FREQUENCY<br>SEE ITEM 16                      | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16 |                      | 14. DISTRIBUTION              |           |         |            |                |   |         |  |
| 8. APP CODE<br>YES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                     | 11. AS OF DATE<br>SEE ITEM 16                     | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16 |                      | a. ADDRESSEE                  | b. COPIES |         |            |                |   |         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                     |                                                   |                                             |                      |                               | draft     | reg     | final repr |                |   |         |  |
| 16. REMARKS<br><br>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.<br><br>Item 10: This CDRL will accompany the Block Implementation Plan, CDRL A005, and updated with each change to the development baseline as necessary.<br><br>Item 12: First Submittal for Block I 90 days after contract award.<br><br>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.<br><br>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs.                                                                                                                                                                                                                                                                                                                          |                                                                     |                                                   |                                             |                      | NIMA/A (T. ANDERS)            | 5         | 5       |            |                |   |         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                     |                                                   |                                             |                      |                               |           |         |            |                |   |         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                     |                                                   |                                             |                      |                               |           |         |            |                |   |         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                     |                                                   |                                             |                      |                               |           |         |            |                |   |         |  |
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## Data Item Description

Title: Product Support Management Plan (PSMP)

Number: DI-AP-NSGI-A013  
NIMA Office Responsible: AP

Approval Date:

Use/relationship:

The PSMP describes the entire process, including intermediate steps and sections, recommended to develop the final proposed product support strategy. The PSMP will be used to coordinate across NIMA and the constituent contractor work force to ensure Reliability, Sustainability, and Availability (RSA) goals and objectives are satisfied throughout the life cycle of National System for Geospatial Intelligence (NSGI), from requirements formulation through development, integration, testing, and delivery, and into the operations and sustainment phases for each block and spiral.

Proposed Data Item Description (DID): This is a one-time DID.

Requirements:

1. Format: The PSMP shall be in Contractor format. The PSMP shall be in textual, tabular, and graphic form suitable for analysis, presentation, coordination, and decision-making. The PSMP shall be maintained in Microsoft office products using Word, Excel, and PowerPoint, as appropriate for the intended audience.

2. Content: The PSMP shall address and include the following requirements:

2.1 Front Matter:

- Cover Page
- Summary of Changes
- Executive Summary
- Table of Contents
- References

2.2 System Description. Provide overall information regarding NSGI as a system or commodity group sufficient to acquaint the reader/audience with the scope, mission, and unique aspects of the program/system/commodity group. This section should address, at minimum, the following elements:

- System or Product Group description
- Inventory projections
- Support concept. Describe existing maintenance concept, supply management strategy, and any other Integrated Logistics Support elements applicable to describe the overall support process.
- Unique technologies, especially as they affect supportability (e.g. unique integration of commercial-off-the-shelf (COTS) technologies, and mission specific capabilities)
- Existing support arrangements
- System phase out/migration plan (consistent with CDRL A002, NSGI System Transition Plan)

2.3 Configuration Management (CM) Baselines. In order to develop a Product Support Strategy aimed at ensuring meaningful, best value sustainment over the life cycle, the following CM Baselines will be available and managed by the respective constituent contractors:

## Product Support Management Plan (PSMP)

- Requirements Baseline: Quantified operational performance requirements to be delivered to the operational environment. This will include mission and system reliability, supportability, and availability goals. Includes a comparison of performance objective (planned) vs. actual (designed/delivered). The Operational Requirements Document (ORD), System Needs Requirements (SNR), and the GeoScout block Implementation Plan (CDRL A005) are the references for developing this baseline. The Requirements Baseline will be managed by the Enterprise Engineering Contractor and will be provided to the development/integration (i.e., GeoScout) contractor.
- Development Baseline: Logical and physical components of the as-built/to-be-delivered capability (system, subsystem, or effectivity) that provides the hardware/software configuration(s), tailoring options for site-specific installations, sizing parameters (bill of materials, scalability parameters, and redundancy features), functional and technical interfaces, security controls, and data repositories and formats. The Development Baseline includes traceability to the Requirements Baseline to ensure all critical requirements and components are included and accounted for in each instantiation of the system to be delivered. The Development Baseline will be the focus of CM functional audit and independent verification and validation. The GeoScout contractor shall develop and maintain the development baseline.
- Operational Baseline: Physical components of the as-delivered/as-installed capability (system, component, or effectivity) that provides the hardware/software inventory, site-specific installation configuration, selected sizing parameters per installation, installed physical interfaces, security devices and procedures, and physical data stores and data representations. The Operational Baseline is managed by the Operations and Support (O&S) contractor and will be the focus for physical audits and performance/security monitoring.

2.4 Reliability, Supportability, and Availability (RSA) Analysis. RSA objectives such as Mean Time Between Failure (MTBF) and Mean Time to Repair (MTTR) shall be established and documented for each CM baseline. Other RSA measures, goals and objectives should be documented and assessed vs. actual as necessary, with analysis and conclusions regarding shortfalls.

2.5 Product Support Strategy Development. Document a proposed product support strategy based on a comprehensive assessment of cost, performance, and RSA data stated in the CM Baselines. The proposed strategy shall identify the primary target areas for implementation of/transition to reengineered product support concepts and strategies, and will describe the proposed strategy in terms of specific planned initiatives and overall support concept, including milestones necessary to achieve those objectives.

- Identify the high-risk sustainment areas, cost drivers, and RSA objectives, potential performance shortfalls, and potential RSA problem areas.
- Identify those areas needing special attention in developing a viable, effective, best value Product Support Strategy
  - Include, at minimum, a systematic discussion of each product support element (Vendor Support, Third Party Support, Retail Supply Management, Technical Data Management, etc.).
  - For each product support element, identify the following:
    - High support cost drivers.
    - Current and planned cost reduction initiatives.
    - RSA concerns.
    - Potential performance shortfalls/risks, compared to performance objective targets.
    - Analysis as to the extent the performance shortfall/risk can be mitigated by alternative supportability strategies. The analysis includes the level of



## Product Support Management Plan (PSMP)

supportability required based on demonstrated cost-performance trades for optimal resource commitment/demand.

- Document a composite assessment of required support elements, per the above analyses.
  - Identify supportability requirements, and candidate Product Support implementation alternatives to alleviate or eliminate the identified shortfalls/risks.
  - More than one solution can be listed for each product support element.
  - Include "targets of opportunity" sustainment functions that may not have cost, performance, or RSA concerns but are nevertheless prime candidates for implementation of/transition to reengineered product support strategies.
  - Include, at minimum, for each identified problem support area/target of opportunity:
    - The proposed product support concepts/processes to be considered to alleviate/eliminate the shortfall or mitigate the risk.
    - Transition to new support concepts and process improvements, with supporting rationale.
- Document the Decision Criteria Assessment
  - Assess each proposed product support concept/process against the legislative, regulatory, and other decision criteria listed in a "Product Support Decision Matrix".
  - The purpose of this assessment is to determine which product support strategies proposed earlier in this section are in fact viable considering such factors as legislative (e.g. Title 10), regulatory (e.g. A-76), policy (e.g. Outsourcing).
  - The output of this section is the optimum Product Support strategy for the System/Product.

### 2.6 Product Support Strategy

- Document the recommended Product Support Strategy, in format and content suitable for Government corporate review and approval at the appropriate level forum. Before the strategy can be finalized, any conflicts between the proposed product support strategy and existing Government support processes must be resolved.
- The final product support strategy shall include:
  - Detailed and specific roles and responsibilities for each constituent contractor and Government entity responsible for product support during each phase of the program: enterprise engineering, system engineering, system development, system integration, testing, validation and verification, maintenance, operations, support, training, system administration, and security management.
  - Coordinated approach to hardware and software maintenance, specifically addressing software change policy and authority.
  - Software version controls.
  - Product support during testing (consistent with the System Development Test Plan (SDTP), CDRL A014
  - Proposed sparing levels and procurement/positioning strategy for spares and repair parts
  - Proposed diagnostic, fault isolation and repair tools.
  - Licensing strategy for COTS products, to include break-point analysis and vendor maintenance agreements.
  - Summary of training for customer, operator, and maintainer personnel. The detailed training plan shall be provided in CDRL A015.
  - Support to sites, including domestic, foreign, and forward-deployed.

## Product Support Management Plan (PSMP)

- Security controls and clearances for maintenance tasks and maintenance personnel.
- Support during test and evaluation and transition to operational environments.

### 2.7. Product Support Execution Plan

- Describe the overall process, involving both the constituent contractors and the Government that will be used to manage and execute the Product Support Strategy. Include:
  - Objectives, policies, and general management procedures
  - Organizational structure, to include positions, functions, responsibilities and authorities of those responsible for product support
  - List major contractors and subcontractors and, for each, the method for ordering and controlling the accomplishment of work, contract and organizational interfaces, management controls, service level agreements, and metrics
  - For each technical and functional interface, document the sharing of responsibilities for each side of the interface to ensure seamless coordination and communications of product support activities
  - Identify enterprise level and system level tools and reporting methodologies for isolating, tracking, and resolving system failures and malfunctions tied to maintenance and repair activities
- Develop, maintain, and report performance metrics on Product Support management and execution that will be used for subsequent process improvement initiatives by the constituent contractors and the Government. Include Product Support metrics in the Metrics Management Plan, CDRL A011.
- Include major milestones for Product Support, e.g., Functional Configuration Audits (FCA), training and transition events, and others key activities in the Contract Master Schedule, CDRL A009.

### 2.8 Glossary of Terms and Acronyms

End CDRL DI-AP-NSGI-A013

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

1

System Development Test Plan (SDTP)

**Data Item Description**

Use Test Plan DID, DI-NDTI-80566

| DATA ITEM DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                        |                                               | Form Approved<br>OMB No. 0704-0188 |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------|------------------------------------|--|
| TITLE<br><br>TEST PLAN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                        | 2. IDENTIFICATION NUMBER<br><br>DI-NDTI-80566 |                                    |  |
| 3. DESCRIPTION/PURPOSE<br>3.1 The Test Plan outlines the plans and performance objectives at every level of testing on systems or equipment. It provides the procuring activity with the test concept, objectives and requirements to be satisfied, test methods, elements, responsible activities associated with the testing, measures required, and recording procedures to be used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                        |                                               |                                    |  |
| 4. APPROVAL DATE<br>(YYMMDD)<br>880413                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 5. OFFICE OF PRIMARY<br>RESPONSIBILITY (OPR)<br>G/T213 | 6a. DTIC<br>APPLICABLE                        | 6b. GIDEP<br>APPLICABLE            |  |
| 7. APPLICATION/INTERRELATIONSHIP<br>7.1 The Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.<br>7.2 This DID is applicable to system and equipment tests that include design evaluation tests, engineering tests, preliminary qualification tests, formal qualification tests, human factor tests, operational tests and acceptance tests.<br>(Continued on Page 2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                        |                                               |                                    |  |
| 8. APPROVAL LIMITATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                        | 9a. APPLICABLE FORMS                          | 9b. AMSC NUMBER<br>64379           |  |
| J. PREPARATION INSTRUCTIONS<br>10.1 <u>General</u> . The test plan shall document in detail the contractor's plan for conducting tests and analyzing the test results to show how the system, when fielded, will satisfy the requirements of the applicable design specification.<br><br>10.2 <u>Format</u> . The plan shall be in the contractor's format.<br><br>10.3 <u>Content</u> .<br>10.3.1 <u>Title page</u> . The title page shall include the following: <ul style="list-style-type: none"> <li>a. Title of the test to be conducted.</li> <li>b. Identification of system being tested.</li> <li>c. Contractor's name.</li> <li>d. Contract number.</li> <li>e. Security classification.</li> <li>f. Distribution statement.</li> </ul> 10.3.2 <u>Introduction</u> . Consists of an overview of the objectives of the test plan, including flow diagrams, milestones, personnel participation, locations, schedules, and security measures to be observed. The plan shall include the following:<br><br>(Continued on Page 2) |                                                        |                                               |                                    |  |
| 1. DISTRIBUTION STATEMENT<br><br>DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                        |                                               |                                    |  |

Block 7, APPLICATION/INTERRELATIONSHIP (continued)

7.3 This DID supersedes DI-T-5204.

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Block 10, PREPARATION INSTRUCTIONS (continued)

10.3.3 Flow Diagrams. The flow diagrams will reflect a functional description of the test program using a block diagram portrayal of the functions that must be met to satisfy the total test program. Functions shall be numbered 1.0, 2.0, 3.0, etc.

10.3.4 Milestones. Identifies the start and expected completion dates of each test to be performed.

10.3.5 Participation. Identifies the government and contractor participation roles and responsibilities.

10.3.6 Location. Identifies the facilities where the testing will be performed.

10.3.7 Schedule. States when testing will be performed, whether testing is on schedule, and if not, what procedures will be taken to meet the schedule.

10.3.8 Security. Identify and state briefly any security measures or guidelines to be observed.

10.3.9 Master test list. Lists all tests to be accomplished in the order they are to be performed. A separate listing for each location shall be provided. Each listing shall include the following:

10.3.9.1 Test description. Name and brief description of test to be performed.

10.3.9.2 Applicable specification(s). The specifications shall be identified as follows:

- a. Title and identification number.
- b. Paragraph number associated with the test.
- c. Title of test.
- d. Functional category of test.

10.3.9.3 Parameters. The number of cycles the test will be performed and selected parameters to be observed.

10.3.9.4 Special tests. Provides a list of special or unusual tests and examinations necessary to verify satisfactory equipment performance to specifications.

Block 10, PREPARATION INSTRUCTIONS (continued)

10.3.9.5 Test classification category. State the functional area of each test performed.

10.3.9.6 Test Objectives. Describes the objective of each test performed, including the criteria, baseline, duration, and number of times each test should be performed.

- a. Success/failure criteria.
- b. Baseline.
- c. Duration.
- d. Quantity of test.

10.3.9.7 Test equipment. List all equipment to be used in the test and identify as follows:

- a. Description.
- b. Nomenclature
- c. Serial number.

10.3.9.8 Support equipment. List all support equipment that will be used to perform the tests and identify as follows:

- a. Description.
- b. Nomenclature
- c. Serial Number.
- d. Calibration constants.
- e. Calibration procedures.
- f. Operating instructions.

10.3.9.9 Special test equipment. List all special test equipment required to be designed or fabricated for use on the program as follows:

- a. Description.
- b. Nomenclature.
- c. Date required.

10.3.9.10 Approach. Describes the steps used to perform each test.

10.3.9.11 Instrumentation. Indicates the type and recording devices that will be used and the number and types of parameters to be recorded.

10.3.9.12 Data reduction and analysis. Describes data to be recorded and the data reduction and analysis techniques that will be used to interpret the data.

10.3.9.13 Government test facilities. Identifies applicable facility and includes a reference to the appropriate facility requirements documents.

10.3.10 Validation procedure. An overview of the procedures that the contractor will use to validate the test results.

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          |                                             |                                                  |                               |                |         |                |                  |         |   |  |
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| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                          | B. EXHIBIT<br>TBD                           | C. CATEGORY:<br>TDP _____ TM _____ OTHER_X _____ |                               |                |         |                |                  |         |   |  |
| D. SYSTEM/ITEM<br>GEOSCOUT PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          | E. CONTRACT/PR NO.                          |                                                  | F. CONTRACTOR<br>TBD          |                |         |                |                  |         |   |  |
| 1. DATA ITEM NO.<br><br>A015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2. TITLE OF DATA ITEM<br><br>TRAINING PLAN AND MATERIALS |                                             |                                                  | 3. SUBTITLE                   |                |         |                |                  |         |   |  |
| 4. AUTHORITY (Data Acquisition Document No.)<br>SEE BLOCK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                          | 5. CONTRACT REFERENCE<br>SOW Paragraph 4.11 |                                                  | 6. REQUIRING OFFICE<br>NIMA/A |                |         |                |                  |         |   |  |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 9. DIST STATEMENT<br>REQUIRED                            | 10. FREQUENCY<br>SEE ITEM 16                | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16      | 14. DISTRIBUTION              |                |         |                |                  |         |   |  |
| 8. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          | 11. AS OF DATE<br>SEE ITEM 16               | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16      | a. ADDRESSEE                  | b. COPIES      |         |                |                  |         |   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          |                                             |                                                  |                               | draft reg repr |         |                |                  |         |   |  |
| 16. REMARKS<br><br>Item 4: The contractor shall comply with the National Imagery & Mapping College (NIMC) Standard Operating Procedures (USIGS System Training Master Plan (USTMP), Appendix I and II) for the development of this CDRL.<br><br>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.<br><br>Item 10: This CDRL will accompany the Block Implementation Plan, CDRL A005, and updated with each change to the development baseline as necessary.<br><br>Item 12: First Submittal for Block I 90 days after contract award.<br><br>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.<br><br>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs. |                                                          |                                             |                                                  | NIMA/A (T. ANDERS)            | 5              | 5       |                |                  |         |   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          |                                             |                                                  |                               |                |         |                |                  |         |   |  |
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## APPENDIX I

**NIMC STANDARD OPERATING PROCEDURES  
NIMC STANDARD OPERATING PROCEDURES 99-001**

SUBJECT: Lesson Plan Preparation

1. Purpose. To establish policy and procedures for the preparation of the National Imagery & Mapping College (NIMC) lesson plans.
2. Cancellation. Not applicable
3. Applicability. This SOP applies to all lesson plans prepared after 1 June 1999.
4. Policy. Instruction provided by NIMC will be in accordance with approved Course Content Documents (CCDs). Following review by the Technology Integration Office (TRT) for format and completeness NIMC school Deans will approve lesson plans for their respective subject matter areas. Lesson plans will be developed/approved in advance of course start dates.
  - a) Each lesson plan will consist of the following components (See enclosure):
    - 1) Cover Sheet
    - 2) Course Name/Course Number/Lesson Number

Lesson numbers (e.g., 412-101-C-010) are a composite of the course number, which is derived from the DoD occupational coding structure, in this case 412-101, the designated instructional annex, in this case C, and a three digit number for the specific lesson, in this case 010. Lesson numbers are assigned in increments of 10; thus, lesson 9 would be 412-101-C-090. As a course is revised, insertion of a lesson between existing lessons will result in a lesson number with an increment less than 10 (e.g., 412-101-C-085).

- 3) Table of Contents
- 4) Lesson Requirements Sheet
  - (a) Lesson information (course title, lesson title, and scope/objective of the lesson).
  - (b) Length of lesson
  - (c) Training aids/devices required
  - (d) Student materials and equipment required
  - (e) Special requirements
  - (f) Lesson references
- 5) Lesson Outline- The lesson outline is in columnar format with the following parts required:
  - (a) Introduction
  - (b) Learning Objective(s)
  - (c) Teaching Points
  - (d) Instructional Tactics
  - (e) Demonstration (if applicable)
  - (f) Lead Trough Practical Exercise (LTPE) (if applicable)
  - (g) Student Practical Exercise (SPE) (if applicable)

- (h) Summary
    - (i) Examination (if applicable)
  - b) Schools will change current lesson plans to the required format and content areas as courses/lessons are revised. There is no requirement to make changes unless revision is needed.
5. Responsibilities and Procedures.
- a) Deans of Schools:
    - 1) Ensure all courses have lesson plans that are derived from approved course content documents.
    - 2) Ensure lesson plans are in accordance with this SOP.
  - b) Technology Integration Office (TRT):
    - 1) Provide guidance in development of lesson plans.
    - 2) Assign course and lesson numbers to all NIMC courses/lessons.

DAVID A. BROADHURST

Director, National Imagery and Mapping College

## APPENDIX II

## NIMC SOP FOR TRAINING PLAN DEVELOPMENT

DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, DC 20340-5200REGULATION NO. 24-11  
10 APRIL 1995

## ENCLOSURE 8

## TRAINING MANAGEMENT PLAN (TMP) OUTLINE

1. **Purpose:** - (What is this plan attempting to accomplish?)
2. **References:** - (What reference is pertinent to understanding this plan and the project or system involved?)
3. **Training Planning**  
**Organization:** - (Who is the program/project management officer (PMO)? Who is the PMO training point of contact (PCO)?)
4. **System Description:** - (Describe in general terms what the system does. Who operates it?)
5. **Supporting Organizations:** - (What Government and private sector (contractor) organizations are involved? Unified Commands? Services? DIA Directorates?)
6. **Assumptions/Factors:** - (What assumptions or facts underlie project? [may be divided into separate paragraphs: Assumptions and Facts])
7. **Training Mission:** - (Describe in general terms what the overall goal and objectives are for training.)
8. **Training Requirements:** - (This section more clearly defines the actual training requirements, skill levels, target population, etc.)
9. **Training Execution:**
  - a) Training concept: - (What is the overall training strategy? How is "surge" or initial training handled? What is the plan for "steady state" or sustainment training? Etc.)
  - b) Courses: - (Initially a projection of the training requirement, its subject coverage, and time, later validated and verified by analysis and design [initial estimates are useful for planning and caution is advised that these projects are revised as training analysis and design occurs]).
10. **Organizational Responsibilities:** - Training management is a shared activity (none of us is as strong as ALL of us), with the program/project manager responsible for the overall development, to include training. Support activity work within their functional roles to ensure system and training success.
  - a) Program Management Office
  - b) Joint Military Intelligence Training Center/DAJ
  - c) Directorate for Information Systems/DS
  - d) Services
  - e) Commands

11. **Resources:** - (What funding supports the project? Is funding for training allocated? What classrooms are available? Are instructors available?)
12. **Contacts:** - (Point of contact, such as the program or project manager, the PMO's trainer, the budget officer, etc.)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 5 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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|------------------------------|
| 17. PRICE GROUP              |
| 18. ESTIMATED<br>TOTAL PRICE |
| \$0.00                       |

## Data Item Description

**Title:** Program Protection Plan (PPP)

**Number:** DI-AP-NSGI-A016

**NIMA Office Responsible:** APS

**Approval Date:**

### Use/relationship:

The Program Protection Plan (PPP) is a high level protection and technology control management plan established to identify and protect classified and other sensitive information, personnel, data, technology, facilities and hardware from foreign intelligence collection or unauthorized disclosure. The goal of the program is to selectively and effectively apply security countermeasures to protect essential information, reduce costs, and reduce administrative burden of security. The scope of the PPP is for the entire life cycle of the GeoScout Program.

The PPP is an evolving document updated over the life of an acquisition program. It is expected that the contractor and the Program Office will work together to further tailor the document keeping within the scope of the contract.

At the start of the contract, the PPP is a high level document that should identify the Critical Program Information (CPI) categories and contain an overall protection strategy for the contractors proposed system view of the Enterprise Architecture. Detail is required only for those instances where pilots, prototypes, models and simulations, and associated IT infrastructure implemented by the contractor during this contract are identified as containing CPI. As block Implementation Plans (CDRL A005) are developed over the course of the contract, the PPP should be updated with the appropriate level of detail for the evolutionary blocks, and spirals within blocks, which the contractor will deliver.

This DID contains the format, content, and intended use of the information for the product resulting from the work task described in the contract SOW.

**Proposed Data Item Description (DID):** This is a one-time DID -- Program Protection Plan  
**Requirements:**

1. Reference documents.
  - DoD 5200.1-M, Acquisition Systems Protection Program, 16 March 1994
  - DoDD 5200.39, Security, Intelligence and Counterintelligence Support to Acquisition Program Protection, 10 September 1997.
2. Format. The PPP shall follow the outline provided in Section 3.
3. Content. The PPP shall address the following items (from DoD 5200.1-M):
  - 3.1. Systems Description (DoD 5200.1-M, Chapter 3, Section D). The system description should provide the reviewer with a clear indication of the capabilities and limitations of the systems being proposed. Shall discuss (as appropriate) employment, impact, distinguishing features of the system and the functional, operational, and technical parameters of systems that are an integral part of the system.
  - 3.2. Program Information (DoD 5200.1-M, Chapter 3, Section E). Shall discuss the organization and structure of the office responsible developing and fielding the acquisition system.
  - 3.3. Critical Program Information (CPI) (DoD 5200.1-M, Chapter 3, Section F and DoDD 5200.39). Shall identify and describe those items that, if compromised, would cause a degradation of effectiveness, decreases effective lifetime, or allow a foreign activity to clone, destroy or neutralize the system.
  - 3.4. Vulnerability to Intelligence Collection. Shall identify vulnerabilities of the CPI to the threat (s) in a given environment. The CPI shall be placed in priority sequence as described in DoD 5200.1-M, Chapter 3, Section G.
  - 3.5. Foreign Intelligence Collection Threat (DoD 5200.1-M, Chapter 3, Section H). A high level overview of potential threats to the NSGI and respective infrastructures. (The contractor shall identify relevant Government Furnished Information (GFI) necessary to document the foreign intelligence collection threat.)
  - 3.6. Countermeasures Concept (DoD 5200.1-M, Chapter 3, Section I). Statement of the overall approach for applying countermeasures to eliminate or reduce the projected vulnerabilities of each CPI.

## Program Protection Plan (PPP)

- 3.7. Cost of Protection (DoD 5200.1-M, Chapter 3, Section J). Costs data associated with countermeasures and other protection efforts and shall be differentiated by security disciplines and subcategories (e.g. physical security, personnel, services, and equipment). The cost data shall be consistent with and included in the Life Cycle Cost Estimate (LCCE) (CDRL A003) and the block Business Case (CDRL A004).
- 3.8. Time or Event-Phase Security Classification Guide (DoD 5200.1-M, Chapter 4). Developed in accordance with DoD 5200.1-H and shall not be finalized until the system's CPI have been identified.
- 3.9. Technology Assessment Control Plan (TA/CP) (DoD 5200.1-M, Chapter 5) – Developed in accordance with DoD 5200.1-M, Chapter 5. The TA/CP identifies and describes sensitive program information; the risks involved in foreign access to the information; the participation in the program of foreign sales of the resulting system; and the development of access controls and protective measures as necessary to protect the U.S. technological or operational advantage represented by the system.

End DID DI-AP-NSGI-A016

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                            | B. EXHIBIT<br>TBD                           | C. CATEGORY:<br>TDP _____ TM _____ OTHER_X_____ |                               |           |         |                |                  |         |   |  |
| D. SYSTEM/ITEM<br>GEOSCOUT PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                            | E. CONTRACT/PR NO.                          |                                                 | F. CONTRACTOR<br>TBD          |           |         |                |                  |         |   |  |
| 1. DATA ITEM NO.<br><br>A017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2. TITLE OF DATA ITEM<br><br>Security Classification Guide |                                             |                                                 | 3. SUBTITLE                   |           |         |                |                  |         |   |  |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                            | 5. CONTRACT REFERENCE<br>SOW Paragraph 4.14 |                                                 | 6. REQUIRING OFFICE<br>NIMA/A |           |         |                |                  |         |   |  |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9. DIST STATEMENT<br>REQUIRED                              | 10. FREQUENCY<br>SEE ITEM 16                | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16     | 14. DISTRIBUTION              |           |         |                |                  |         |   |  |
| 3. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                            | 11. AS OF DATE<br>SEE ITEM 16               | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16     | a. ADDRESSEE                  | b. COPIES |         |                |                  |         |   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                            |                                             |                                                 |                               | draft     | reg     | final repr     |                  |         |   |  |
| 16. REMARKS<br><br>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.<br><br>Item 10: This CDRL will accompany the Block Implementation Plan, CDRL A005, and updated with each change to the development baseline as necessary.<br><br>Item 12: First Submittal for Block I 90 days after contract award.<br><br>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.<br><br>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs. |                                                            |                                             |                                                 | NIMA/A (T. ANDERS)            | 5         | 5       |                |                  |         |   |  |
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## Data Item Description

Title: Security Classification Guide (SCG)

Number: DI-AP-NSGI-A017  
NIMA Office Responsible: APS

Approval Date:

Use/relationship:

The goal of the GeoScout Classification Guide is to establish a uniform classification levels for frequently recurring items of national security information being processed within the GeoScout era of the NSGI. The development of the Guide is closely related to development of the GeoScout Program Protection Plan. The guide is dependent upon the identification of Critical Program Information (CPI). The guide shall be time or event-phased, that is, it may be necessary to update the Guide upon development or operation of GeoScout Spirals or Blocks, when no appropriate classification for an information item can be found in the Guide.

Employees who create information that requires classification are authorized to classify that information by citing the Guide. Original classification authority is not required for individuals using the Guide.

The GeoScout Classification Guide must be provided to SIS for development of appropriate appendices to the NIMA Security Classification Guide.

Proposed Data Item Description (DID):

One time DID – Security Classification Guide – This DID may require updates as development proceeds.

Requirements:

1. Reference Documents.

PN 5210.3R1, Policy Notice for Classification Guides by Program, NIMA, Approved: 1 November 2001 Reorganization

National Imagery and Mapping Agency's Security Classification Guide, October 2000, (Change 1, effective 24 October 2001)

DoD Directive 5105.60, National Imagery and Mapping Agency (NIMA),  
11 October 1996.

DoD 5200.1-R, Information Security Program, January 1997.

DoD 5200.1-H, Handbook for Writing Security Classification Guidance,  
November 1999.

2. Format.

The GeoScout Security Classification Guide shall follow the outline provided in Section 3.

3. Content.

## Security Classification Guide (SCG)

The GeoScout Classification Guide must identify the specific features or critical elements of information within the GeoScout Program Blocks and Spirals that require classification; the classification, the rationale for classifying them; and the length of time for which they must be classified.

End DID DI-AP-NSGI-A017

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                             | B. EXHIBIT<br>TBD             |                                               | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> _____ |                               |     |         |                |   |         |
| D. SYSTEM/ITEM<br>GEOSCOUT PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                             |                               | E. CONTRACT/PR NO.                            |                                                         | F. CONTRACTOR<br>TBD          |     |         |                |   |         |
| 1. DATA ITEM NO.<br><br>A018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 2. TITLE OF DATA ITEM<br><br>SYSTEM SECURITY AUTHORIZATION AGREEMENT (SSAA) |                               |                                               | 3. SUBTITLE<br><br>BLOCK "N" SPIRAL "Y" (SEE ITEM 16)   |                               |     |         |                |   |         |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                             |                               | 5. CONTRACT REFERENCE<br>SOW Paragraph 4.14.1 |                                                         | 6. REQUIRING OFFICE<br>NIMA/A |     |         |                |   |         |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 9. DIST STATEMENT<br>REQUIRED                                               | 10. FREQUENCY<br>SEE ITEM 16  | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16   | 14. DISTRIBUTION                                        |                               |     |         |                |   |         |
| 8. APP CODE<br>YES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                             | 11. AS OF DATE<br>SEE ITEM 16 | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16   | a. ADDRESSEE                                            | b. COPIES                     |     |         |                |   |         |
| 6. REMARKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                             |                               |                                               |                                                         | draft                         | reg | final   |                |   |         |
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| <p>Item 3: Replace "N" with the Block number (I, II, III, etc.) and "Y" with the Spiral identification (contractor format).</p> <p>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.</p> <p>Item 10: The draft CDRL will accompany the Block Implementation Plan, L A005. This CDRL is required to accompany each incremental spiral development intended to operate in a Government-controlled facility, to include the NIMA Pre-Production Environment (NPE), the NIMA Integrated Test Facility (ITF), and any operating location of the National System for Geospatial Intelligence (NSGI).</p> <p>Item 12: First Submittal for Block I 30 days after contract award. This CDRL is incrementally updated as the development and delivery progresses. The final CDRL is required for Government approval no later than 30 days prior to the installation of system capability in a Government-controlled facility as described in Item 10.</p> <p>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.</p> <p>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs.</p> |                                                                             |                               |                                               | NIMA/A (T. ANDERS)                                      | 5                             | 5   |         |                |   |         |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                             |                               |                                               | PREPARED BY                                             |                               |     | H. DATE | I. APPROVED BY |   | J. DATE |

## Data Item Description

**Title:** System Security Authorization Agreement (SSAA)

**Number:** DI-AP-NSGI-A018

**Approval Date:**

**NIMA Office Responsible:** APS

### Use/relationship:

The System Security Authorization Agreement (SSAA) should describe the system and provide details surrounding its operation in a secure environment. It should include detailed descriptions of the system in question with regard to security configuration, internal and external connectivity, security countermeasures, threats and vulnerabilities, security administration, and physical layout.

The key to the DoD Information Technology Security Certification and Accreditation (C&A) Process (DITSCAP) is the SSAA, an agreement among the five SSAA principals (the GeoScout Program Manager, the Designated Accrediting Authority (DAA), the Certifier/DAA Representative, Information Owner/User Representative, and the Enterprise Transformation Directorate, Director of the Enterprise Services Office [D/ES]), who own the process and who resolve critical schedule, budget, security, functionality, and performance issues. All information relevant to the C&A process is listed in the SSAA. Other supporting documents, for example, the Security Requirements Traceability Matrix (SRTM), the Trusted Facility Manual (TFM), and Test Plan and Procedures, which may be required to support the C&A process, are listed as appendixes to the SSAA. The five SSAA principals prior to System Requirements Review (SRR) must approve the initial SSAA.

The five SSAA principals tailor the SSAA to meet the operational requirements and security policies of the information system (IS) and provide prudent risk management strategies for its operation. Other key players, such as Information System Security Managers (ISSMs), Information System Security Officers (ISSOs), and Security Engineers support the SSAA principals as needed throughout the IS development process. The SSAA format is flexible enough to permit appropriate adjustments throughout the IS's life cycle, as conditions warrant. In some cases, a single SSAA may include several systems. Laptop and stand-alone ISs (complexity levels 1 and 2) require a Security Plan in lieu of an SSAA. NIMA industrial sites use the Intelligence Community (IC) System Security Plan (SSP) template adopted by the IC in order to provide a standard template for contractors supporting multiple IC agencies. NIMA complexity levels, which determine the documentation requirements, are outlined in NIMA Instruction (NI) 8010.3R3, appendix 3.

The set of documents required for GeoScout may vary from block to block, and will be negotiated among the respective SSAA principals during Phase 1, Definition, of the C&A process, then again during recertification in Phase 4. The documents are listed in the table in NIMA Instruction (NI) 8010.3R3, Appendix 4.

**Proposed Data Item Description (DID):** One-time DID -- System Security Authorization Agreement

### Requirements:

1. Reference documents.

## System Security Authorization Agreement (SSAA)

NI 8010.3R3, NIMA Instruction for Certification and Accreditation of Information Systems, 19 September 2002

2. Format. The SSAA shall follow the outline provided in Section 3.
3. Content. The NIMA SSAA template available from NIMA security certification organization should be used to prepare the SSAA. The following outline from the current NIMA template is provided for information only; the most current version of the NIMA template shall be used:
  - 3.1. Front matter. The front matter consists of a cover page, table of contents, Revisions/Change Log, SSAA – Agreement/Cover letter; and SSAA – Introduction
  - 3.2. Section 1, Information System General Information. This section includes security administration (system information and system key personnel); IS equipment procurement, property accountability, and dual accreditation (if the system is to be connected to a system accredited by another accreditation authority).
  - 3.3. Section 2, Secure Facility Description. This section includes floor plan, physical environment, and TEMPEST.
  - 3.4. Section 3, IS Description. This section includes IS usage, IS Concept of Operations (CONOPS), IS Security Concept of Operations (SEC CONOPS), system diagrams (system connection diagram, information flow diagram), data classification, dissemination controls, foreign users, DCID 6/3 Levels of Concern, DCID 6/3 Protection Levels, network connections, IS networking, network operating systems, protocols and file transfer capabilities, indirect connections (i.e., "sneaker-net"), and system design documentation for PL4 and PL5 systems.
  - 3.5. Section 4, Hardware. This section addresses custom-built system hardware, wireless equipment and peripherals, hardware accountability, hardware maintenance procedures, and use of unclassified laptops and personal digital assistants (PDAs) within the secure facility.
  - 3.6. Section 5, Software. This section addresses software security procedures.
  - 3.7. Section 6, Data Storage. This section addresses media types, internal handling, external transfers, IS backup, IS disaster recovery plan, and file transfer/copy to and from media.
  - 3.8. Section 7, Users. This section addresses user access and operation, user credential (e.g., password) management, user groups and access rights, and privileged users.
  - 3.9. Section 8, Security Support Structure, Misc. This section addresses IS availability, IS integrity, exceptions (in accordance with Section 9.f of DCID 6/3), marking and labeling, security awareness program, security features and assurances, security support structure protection, and web protocol and distributed/collaborative computing.
  - 3.10. Section 9, Auditing. This section addresses auditing procedures to monitor access and operation, audit collection, audited information, audited activities, audit failure and system shutdown, audit review, audit queries, and audit trail discrepancies.
  - 3.11. Section 10, Glossary of Terms.
  - 3.12. Appendices. The required appendices are agreed upon by the principals and specified in the SSAA Agreement cover letter. In some cases, the appendices package documents prepared by others (e.g., the Approval to Test, Security Test Report). The following are the set of potential appendices:

## System Security Authorization Agreement (SSAA)

- 3.12.1. Appendix 1: Security Policy
- 3.12.2. Appendix 2: Inter-connection Security Agreement (ISA)
- 3.12.3. Appendix 3: Security Requirements Traceability Matrix (SRTM)
- 3.12.4. Appendix 4: Risk Methodology
- 3.12.5. Appendix 5: Security Test Procedures
- 3.12.6. Appendix 6: Approval to Test (ATT)
- 3.12.7. Appendix 7: Security Test Report (Beta 1)
- 3.12.8. Appendix 8: Beta 1, PMO Security Certification letter (required for the DoD Intelligence Information System [DoDIIS])
- 3.12.9. Appendix 9: Approval to Connect (ATC)
- 3.12.10. Appendix 10: Trusted Facility Manual
- 3.12.11. Appendix 11: Security Test Report (Beta II) (Required for PL2 and above)
- 3.12.12. Appendix 12: Correction of Findings after Beta 2 (before IATO)
- 3.12.13. Appendix 13: Beta 2, PMO Security Certification letter (DoDIIS)
- 3.12.14. Appendix 14: Interim Approval to Operate (IATO)
- 3.12.15. Appendix 15: Final Approval to Operate (FATO)
- 3.12.16. Appendix 16: Floor Plan
- 3.12.17. Appendix 17: System Connection Diagram
- 3.12.18. Appendix 18: Information Flow Diagram
- 3.12.19. Appendix 19: IS Hardware List
- 3.12.20. Appendix 20: IS Software List
- 3.12.21. Appendix 21: System Design Documentation for PL4 & PL5 Systems
- 3.12.22. Appendix 22: Memorandum of Agreement
- 3.12.23. Appendix 23: Co-utilization Agreement

- 3.13. Attachments. Where narrative sections are too lengthy, an attachment can be added in this section.

End DID DI-AP-NSGI-A018

Young, Gail R

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From: Alcott, Diane K [AlcottD@nima.mil]  
Sent: Friday, December 20, 2002 2:15 PM  
To: Joe Albanese (E-mail); Richard Arnold (E-mail); Gail R Young (E-mail); Roger A Mann (E-mail); 'Kathrine.Stallings@gd-ais.com'  
Subject: Amendment One to GeoScout



~MAP0002.PDF GeoScout\_CDRLs\_D  
IDs.zip

As the ARC/CWAN is closing down for the Holidays, I have provided an advanced copy of Amendment One to RFP 2003-K-0001 for GeoScout. An informal questions may be handled by e-mail to me at alcottD@nima.mil during the holidays. The official version will be posted after the 1st of January 2003.

<<~MAP0002.PDF>> <<GeoScout\_CDRLs\_DIDs.zip>>

Thanks Diane

| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT                                                                                   |  |                                                                                                                                                              |                                  | 1. CONTRACT ID CODE            | PAGE 1 OF 3 PAGES                       |
|--------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------|-----------------------------------------|
| 2. AMENDMENT/MODIFICATION NO.                                                                                                        |  | 3. EFFECTIVE DATE<br>12/20/02                                                                                                                                | 4. REQUISITION/PURCHASE REQ. NO. | 5. PROJECT NO. (If applicable) |                                         |
| 6. ISSUED BY<br>National Imagery & Mapping Agency<br>Diane Alcott, PCA, MS P-65<br>12310 Sunride Valley Dr.<br>Reston, VA 22091-3449 |  | 7. ADMINISTERED BY (If other than Item 6)<br>Diane Alcott, c/o Mission Partner Facility<br>Ticom Inc., 14520 Avion Parkway, Suite 100<br>Chantilly, VA 20151 |                                  | CODE                           |                                         |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)                                                          |  |                                                                                                                                                              |                                  | (X)                            | 9A. AMENDMENT OF SOLICITATION NO.       |
|                                                                                                                                      |  |                                                                                                                                                              |                                  | X                              | 2002-K-0001                             |
|                                                                                                                                      |  |                                                                                                                                                              |                                  |                                | 9B. DATED (SEE ITEM 11)<br>12/20/02     |
|                                                                                                                                      |  |                                                                                                                                                              |                                  |                                | 10A. MODIFICATION OF CONTRACT/ORDER NO. |
|                                                                                                                                      |  |                                                                                                                                                              |                                  |                                | 10B. DATED (SEE ITEM 11)                |
| CODE                                                                                                                                 |  | FACILITY CODE                                                                                                                                                |                                  |                                |                                         |

### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

### 12. ACCOUNTING AND APPROPRIATION DATA (If required)

### 13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

|           |                                                                                                                                                                                                                       |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.                                                                      |
|           | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
|           | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:                                                                                                                                              |
|           | D. OTHER (Specify type of modification and authority)                                                                                                                                                                 |

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

### 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Add Attachment 7 to SECTION J - LIST OF ATTACHMENTS: DD Form 1423, Contract Data Requirement List (A001 - A018) and Data Item Description for the SOW.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

|                                               |                  |                                                                               |                  |
|-----------------------------------------------|------------------|-------------------------------------------------------------------------------|------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) |                  | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)<br>Diane K. Alcott |                  |
| 15B. CONTRACTOR/OFFEROR                       | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA                                                 | 16C. DATE SIGNED |
| (Signature of person authorized to sign)      |                  | (Signature of Contracting Officer)                                            |                  |



# INSTRUCTIONS FOR COMPLETING DD FORM 1423

(See DoD 5010.12-M for detailed instructions.)

## FOR GOVERNMENT PERSONNEL

Item A. Self-explanatory.

Item B. Self-explanatory.

Item C. Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "Provisioning," "Configuration Management," etc.

Item D. Enter name of system/item being acquired that data will support.

Item E. Self-explanatory (to be filled in after contract award).

Item F. Self-explanatory (to be filled in after contract award).

Item G. Signature of preparer of CDRL.

Item H. Date CDRL was prepared.

Item I. Signature of CDRL approval authority.

Item J. Date CDRL was approved.

Item 1. See DoD FAR Supplement Subpart 4.71 for proper numbering.

Item 2. Enter title as it appears on data acquisition document cited in Item 4.

Item 3. Enter subtitle of data item for further definition of data item (optional entry).

Item 4. Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5010.12-L (AMSDL), or one-time DID number, that defines data content and format requirements.

Item 5. Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number).

Item 6. Enter technical office responsible for ensuring adequacy of the data item.

Item 7. Specify requirement for inspection/acceptance of the data item by the Government.

Item 8. Specify requirement for approval of a draft before preparation of the final data item.

Item 9. For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref. DoDD 5230.24).

Item 10. Specify number of times data items are to be delivered.

Item 11. Specify as-of date of data item, when applicable.

Item 12. Specify when first submittal is required.

Item 13. Specify when subsequent submittals are required, when applicable.

Item 14. Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.

Item 15. Enter total number of draft/final copies to be delivered.

Item 16. Use for additional/clarifying information for Items 1 through 15. Examples are: Tailoring of documents cited in Item 4; Clarification of submittal dates in Items 12 and 13; Explanation of reproducible copies in Item 14.; Desired medium for delivery of the data item.

## FOR THE CONTRACTOR

Item 17. Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.

a. **Group I. Definition** - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

b. **Group II. Definition** - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

c. **Group III. Definition** - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.

d. **Group IV. Definition** - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

Item 18. For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               |                                                   |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------|----------------|
| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                       | B. EXHIBIT<br>TBD                             | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> |                |
| D. SYSTEM/ITEM<br>GEOSCOUT PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                     | E. CONTRACT/PR NO.                            | F. CONTRACTOR<br>TBD                              |                |
| G. DATA ITEM NO.<br>A001                                                                                                                                                                                                                                                                                                                                                                                                                                                               | H. TITLE OF DATA ITEM<br>Data Accession List  | I. SUBTITLE                                       |                |
| J. AUTHORITY (Data Acquisition Document No.)<br>DI-MGMT-81453                                                                                                                                                                                                                                                                                                                                                                                                                          | K. CONTRACT REFERENCE<br>SOW Paragraph 4.1.13 | L. REQUIRING OFFICE<br>NIMA/A                     |                |
| M. DD 250 REQ<br>NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N. DIST STATEMENT<br>REQUIRED                 | O. FREQUENCY<br>SEE ITEM 16                       |                |
| P. APP CODE<br>NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Q. AS OF DATE<br>N/A                          | R. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16        |                |
| S. REMARKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | T. DISTRIBUTION                               | U. COPIES                                         |                |
| <p>Item 10: This CDRL is to be maintained current by the contractor in softcopy and be accessible and printable via the Contractor's Integrated Data Environment (IDE). A record copy shall be delivered to the Government monthly.</p> <p>Item 13: Subsequent updates will be based on the NIMA approved contract schedule and in accordance with instructions in Item 10 above.</p> <p>Item 14: 1 hardcopy and 1 softcopy. Deliveries shall be in accordance with Item 10 above.</p> | V. ADDRESSEE                                  | W. final                                          |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | draft                                         | reg                                               | repr           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NIMA/A (T. ANDERS)                            | 1                                                 |                |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15. TOTAL ----->                              |                                                   | 5    5         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | X. PREPARED BY                                | Y. DATE                                           | Z. APPROVED BY |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               | AA. DATE                                          |                |

## Data Accession List

### DATA ITEM DESCRIPTION

#### Data Accession List (DAL)

1. TITLE: Data Accession List (DAL)

2. IDENTIFICATION NUMBER: DI-MGMT-81453

3. DESCRIPTION/PURPOSE:

3.1. The purpose of the Data Item Description (DID) is to provide an accession list which is an index of data that may be available for request. It is a medium for identifying contractor internal data which have been generated by the contractor in compliance with the work effort described in the Statement of Work (SOW).

4. APPROVAL DATE:

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

6a. DTIC APPLICABLE: Not Applicable

6b. GIDEP APPLICABLE: Not Applicable

7. APPLICATION/INTERRELATIONSHIP:

7.1. This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2. This data item is not a substitute for standard data requirements that are contractually applied.

7.3. This DID supersedes DI-A-3027A.

8. APPROVAL LIMITATION: Not Applicable

9a. APPLICABLE FORMS: Not Applicable

9b. AMSC NUMBER: F7106

10. PREPARATION INSTRUCTIONS:

10.1. Format. Contractor format is acceptable.

10.2. Content. The Data Accession List (DAL) shall specify internally generated data and computer software used by the contractor to develop, test and manage the program. The format and content of the data listed on the DAL shall be prepared by the contractor to document compliance with the SOW task requirements.

10.2.1. The list shall include the identification number, title which shall describe content, security classification, and in-house release date.

a. The list shall also identify the Government Rights to the data using the following codes:

"UR" = Unlimited Rights

Data Accession List

"LR" = Limited Rights

"RR" = Restricted Rights (Computer Software only)

11. DISTRIBUTION STATEMENT: DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

# NSGI System Transition Plan (NSTP)

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

A. CONTRACT LINE ITEM NO. TBD B. EXHIBIT TBD C. CATEGORY: TDP \_\_\_\_\_ TM \_\_\_\_\_ OTHER X

D. SYSTEM/ITEM GEOSCOU PROGRAM E. CONTRACT/PR NO. F. CONTRACTOR TBD

1. DATA ITEM NO. A002 2. TITLE OF DATA ITEM NSGI SYSTEM TRANSITION PLAN 3. SUBTITLE

4. AUTHORITY (Data Acquisition Document No.) DI-AP-NSGI-A002 5. CONTRACT REFERENCE SOW Paragraph 3.4 6. REQUIRING OFFICE NIMA/A

7. DD 250 REQ SEE BLK 16 8. APP CODE Yes 9. DIST STATEMENT REQUIRED 10. FREQUENCY SEE ITEM 16 11. AS OF DATE N/A 12. DATE OF FIRST SUBMISSION SEE ITEM 16 13. DATE IF SUBSEQUENT SUBM. SEE BLOCK 16 14. DISTRIBUTION a. ADDRESSEE NIMA/A (T. Anders) b. COPIES draft 5 reg 5 repr

16. REMARKS

Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.

Item 10: This CDRL is to be updated and delivered prior to each developmental Block consistent with CDRL A003 (Life Cycle Cost Estimate), CDRL A004 (Business Case), and CDRL A005 (Block Implementation Plan). Interim updates may also be required to support the Government's annual POM and budget processes. Delivery based on the Contractor's proposed schedule as approved by NIMA.

Item 12: First Submission will be required 90 days after contract award.

Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.

Item 14: After the First Submission, each Subsequent Submission shall have drafts delivered 90 days prior to work initiation for a developmental Block with the final due 30 days prior to the work initiation. Both draft and final deliveries shall be 5 hardcopy and 3 CDs.

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

\$0.00

15. TOTAL -----> 5 5

PREPARED BY H. DATE I. APPROVED BY J. DATE

## Data Item Description

Title: NSGI System Transition Plan (NSTP)

Number: DI-AP-NSGI-A002  
NIMA Office Responsible: AP

Approval Date:

Use/relationship: The purpose of the NSGI System Transition Plan (NSTP) is to support key decisions to be made by NSGI stakeholders. The NSGI System Transition Plan shall address all aspects of NIMA's transformation from the current as-is system view to the to-be system view and shall be consistent with the Government's corporate and mission needs, and block priority sequencing.

The NSTP will be used to support mitigation of the risks associated with moving from the current NSGI baseline to the Enterprise Architecture (EA). It will include transition to a new Enterprise Architecture, implementation of Business Process Reengineering (BPR), and systems engineering process improvement. It will also focus on items necessary to ensure identification and mitigation of risks associated in transitioning from system development to deployment in operational environments and cells. More detail will be provided for the next, approved block.

The NSTP shall be iteratively updated with each approved Block, as described in the block-level Business Cases (CDRL A004) and Implementation Plans (CDRL A005). The NSTP shall drive the corresponding Life Cycle Cost Estimate (LCCE) (CDRL A003) and support the annual NIMA POM and budget development efforts.

The Government will use the NSTP and the LCCE to support long-term planning, strategy development, and Program Objective Memorandum (POM) development and justification. The quality of the NSTP will have a direct bearing on the Government's ability to plan for and acquire resources to support the Transformation of the NSGI.

Proposed Data Item Description (DID): One time DID - NSGI System Transition Plan (NSTP)

Requirements:

1. Format: The reports will be in contractor's format.
2. Content: The report will contain the following:

The NSTP shall contain descriptions for each major event associated with the transition plan and shall incorporate relevant events from the GeoScout contractor-maintained system view of the Enterprise Architecture, the block Implementation Plan (CDRL A005), the Business Process Plan (CDRL A007), and the Interface Plans and Processes (CDRL A006).

The period of time coverage will be from GeoScout Contract Award to the end of the fiscal year TBD.

## SECTION 1 INTRODUCTION

### 1.1 PURPOSE

Identify the document and state its intended audience and purpose relative to program objectives.

### 1.2 SCOPE

Define the scope of this document relative to other project activities and documents.

### **1.3 OVERVIEW**

Provide an overview of the document describing what information is contained within each section. The NSTP will include an Executive Summary that overviews and summarizes key information contained in the document.

### **SECTION 2 REFERENCED DOCUMENTS**

List the documents referenced from other sections of this document, including their name, revision, date, and source.

### **SECTION 3 SUMMARY DESCRIPTION**

Provide summary of the major events for transition from the as-is to the to-be Enterprise Architecture, highlighting critical events, high-level dependencies, and sequencing. In particular, focus on the transition of heritage and legacy capabilities into the to-be architecture.

### **SECTION 4 NSGI SYSTEM TRANSITION PLAN (NSTP)**

The NSTP shall be consistent with and aligned where appropriate with the system view of the Enterprise Architecture and provide temporal views of capabilities corresponding to blocks and spirals. The NSTP shall include cross-references with other relevant GeoScout data and documentation such as risk assessments, Program Management Plan, and the block-level Business Cases and Implementation Plans, Life Cycle Cost Estimate, and the BPR Plan.

Events described/documented in the NEATP will include, but are not limited to:

- System Engineering Events
- System Integration Events
- Acquisition Milestones
- Budget and POM Cycles
- Migration/Retirement of Baseline Systems
- Data Migration
- Adoption/Retirement of NSGI Relevant IT Standards
- Security Certification and Accreditation (C&A) Activities
- Policy Changes
- Process Changes (Business and Systems Engineering)
- Major Training Events
- Workforce Changes
- Requirements Management

For each NSTP event the following data elements, at a minimum, will be provided:

- Description of Event
- Occurrence type
- Relation to other NSTP events
- Impact on Stakeholders to include NIMA, IGC, Multi-INT, FIA, Coalition/Allied
- Benefits
- Critical and catastrophic risks and associated risk mitigation strategies
- Constraints to completion of a successful event

## **APPENDICES:**

### *Appendix A: List of Acronyms*

The NSTP shall include a list of acronyms and glossary of terms.

### *Appendix B: Master Implementation Schedule*

The Master Implementation Schedule shall be developed and maintained using a Contractor-selected scheduling tool that is capable of producing textual and graphic output compatible with Microsoft Word and Microsoft Project 98 in a Gantt chart format.

The Master Implementation Schedule shall present all milestones identified by the Contractor as critical to the success of the modernization program post-Milestone B until the objective Enterprise Architecture is attained, to be consistent with the dates covered by the LCCE.

The Master Implementation Schedule shall use a primary view based on the program WBS used in the LCCE, and will support other views that represent the integration of all contract functional schedules.

Content. The Master Implementation Appendix shall contain the following:

1. Program activities, events and milestones
2. Planned and actual start and finish dates for project activities
3. Duration of activities
4. Identification of milestone/event dependencies (Predecessor-Successor List)
5. Identification of Critical Path activities
6. Resource allocation

End DID DI-AP-NSGI-A002



## Life Cycle Cost Estimate (LCCE)

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                              | B. EXHIBIT<br>TBD                               | C. CATEGORY:<br>TDP _____ TM _____ OTHER_X____ |                               |                      |         |                |                  |         |
| D. SYSTEM/ITEM<br>GEOSCOUT PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                              | E. CONTRACT/PR NO.                              |                                                | F. CONTRACTOR<br>TBD          |                      |         |                |                  |         |
| 1. DATA ITEM NO.<br><br>A003                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2. TITLE OF DATA ITEM<br><br>LIFE CYCLE COST ESTIMATE (LCCE) |                                                 |                                                | 3. SUBTITLE                   |                      |         |                |                  |         |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A003                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                              | 5. CONTRACT REFERENCE<br>SOW Paragraph 3.4; 4.4 |                                                | 6. REQUIRING OFFICE<br>NIMA/A |                      |         |                |                  |         |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 9. DIST STATEMENT<br>REQUIRED                                | 10. FREQUENCY<br>SEE ITEM 16                    | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16    | 14. DISTRIBUTION              |                      |         |                |                  |         |
| 8. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                              | 11. AS OF DATE<br>N/A                           | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16    | a. ADDRESSEE                  | b. COPIES            |         |                |                  |         |
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| 16. REMARKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                              |                                                 |                                                | NIMA/A (T ANDERS)             | 5 5                  |         |                |                  |         |
| <p>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.</p> <p>Item 10: This CDRL is to be updated and delivered prior to each developmental Block consistent with CDRL A002 (NSGI System Transition Plan), CDRL A004 (Business Case), and CDRL A005 (Block Implementation Plan). Interim updates may also be required to support the government's annual POM and budget processes. Delivery based on the contractor's proposed schedule as approved by NIMA.</p> <p>Item 12: First Submission will be required 90 days after contract award.</p> <p>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.</p> <p>Item 14: After the First Submission, each Subsequent Submission shall have drafts delivered 90 days prior to work initiation for a developmental Block with the final due 30 days prior to the work initiation. Both draft and final deliveries shall be 5 hardcopy and 3 CDs.</p> |                                                              |                                                 |                                                |                               |                      |         |                |                  |         |
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## Data Item Description

**Title:** Life Cycle Cost Estimate (LCCE)

**Number:** DI-AP-NSGI-A003

**Approval Date:**

**NIMA Office Responsible:** AP

**Use/relationship:**

The Life Cycle Cost Estimate (LCCE) contains the format, content, and intended use information for the data product resulting from the work task described in the contract SOW. The Contractor shall maintain and provide updates to the LCCE as subsequent blocks are awarded.

Related DIDs are:

|           |                              |
|-----------|------------------------------|
| CDRL A002 | Transition Plan              |
| CDRL A005 | Block Implementation Plan    |
| CDRL A008 | Business Case                |
| CDRL A009 | Contract Master Schedule     |
| CDRL A010 | Cost Performance Report      |
| CDRL A011 | Metrics Management Plan      |
| CDRL A012 | Contract Funds Status Report |

**Proposed Data Item Description (DID):** One-time DID – Life Cycle Cost Estimate (LCCE)

**Requirements:**

1. Reference documents (successor regulations, policies, or directives apply):
  - DESECDEF Memo, Defense Acquisition, 30 Oct 2002
  - DESECDEF Memo, Defense Acquisition, 30 Oct 2002, Attachment 1, The Defense Acquisition System
  - DESECDEF Memo, Defense Acquisition, 30 Oct 2002, Attachment 2, Operation of the Defense Acquisition System
  - Interim Defense Acquisition Guidebook, 30 October 2002
  - DoD Instruction 7041.3, Economic Analysis for Decisionmaking, 7 November 1995
  - CJCS Instruction 3170.01B
2. Format.
  - The reports shall be in MS Word 2000 and MS Excel 2000, both soft and hard copy.
  - Text shall be clearly readable and prepared on standard letter-sized paper (8.5" x 11") or readily foldable to this size. Foldouts shall be kept to a minimum, but are desired for schedule and funding spread diagrams where the larger size is needed for readability.
  - When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report
  - Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.
3. Content. The report shall contain the following:
  - 3.1. Title Page
  - 3.2. Table of Contents
    - Outline of Report
    - List of Figures
    - List of Tables

3.3. Section I – Include the following:

- Introduction – State the purpose of the document, the intended audience, the scope of the document relative to other project activities and documents, and a brief description of the program in terms of schedule phase and program requirements.
- Executive Summary – Briefly describe the program and state the results and conclusions of the report.
- Conclusions and their condensed technical substantiations
- Cost Track Summary – Briefly summarize the updates described in Section V.

3.4. Section II – A complete and detailed description of the analysis that led to the conclusions stated in Section I above. Include the following:

- Ground Rules and Assumptions – This section shall describe all assumptions made in the costing of the system including scope of analysis, assumptions on the cost to transition heritage and legacy systems, quantities including quantity discounts, General Services Administration (GSA) schedules, Government Furnished Equipment (GFE), fully burdened labor rates, type and description of labor categories, hours per year per Full Time Equivalent (FTE), schedule production rates, state of technology, program base year, inflation rates, hardware and software refresh rates, hardware and software configuration and baseline used, and communications assumptions including bandwidth requirements. The source of each assumption shall be stated. Key assumptions shall be highlighted. For purposes of this study, assume:
  - The scope of the cost estimate shall be consistent with system view of the Enterprise Architecture
  - Base year is Government FY03
  - Full Enterprise Architecture completed by [to be determined by contractor]
  - Carry Operations and Support costs to 10 years after Enterprise Architecture is completed.
  - Include cost of heritage/legacy systems consistent with NSGI System Transition Plan (CDRL A002)
- Program Work Breakdown Structure (WBS) and Dictionary – This section shall list the Program WBS elements specified in the LCCE and include a description of each. The Program WBS shall go down to the lowest WBS element necessary to adequately estimate system costs for the specified time frame. The Program WBS shall be relatable to the Contract WBS (CDRL A008).
- Methodology – This section shall include a discussion of the methods and Basis Of Estimate (BOE) used to generate the cost estimate for each WBS element. Historical cost experience, level of effort assessments (including number of hours per FTE per year), vendor quotes, and parametric modeling are examples of the methodologies to be used in generating rigorous, realistic cost estimates. Learning curve first unit cost, slopes and type of curve (unit or cumulative average) shall be stated along with backup information used to determine these parameters. Cost risk shall be addressed, including identifying distribution curves and confidence levels used. Sensitivity analysis shall be conducted on major cost elements and drivers. This section shall contain enough information to substantiate the entire estimate. Included shall be discussions of any analogies, why they are used, and how the actual costs were modified to fit the new components. If man-hour buildups are used, discussions shall center on the rationale used for man-loading level.
- Cost As an Independent Variable (CAIV) supporting the LCCE  
CAIV is a strategy that entails setting aggressive, yet realistic cost objectives when defining operational requirements and acquiring systems and managing achievement of these objectives. Cost objectives must balance mission needs with projected out-year resources, taking into account existing technology, maturation of new technologies and anticipated process improvements in industry.

The report shall include a discussion of CAIV in supporting the LCCE, including but not limited to the following:

- CAIV Life-Cycle Based Objectives – Cost, schedule and performance objectives
- Groundrules and Assumptions – All assumptions made in CAIV analysis including scope of analysis, assumptions on the cost to transition heritage and legacy systems, quantities including quantity discounts, GSA schedules, GFE, fully burdened labor rates, type and description of labor categories, hours per year per FTE, schedule production rates, state of technology, program base year, inflation rates, hardware and software refresh rates, hardware and software configuration and baseline used, communications assumptions including bandwidth requirements. Key assumptions shall be highlighted.
- Methodology – This section will define the requirements used in the CAIV cost trade-off analysis. An explanation will be provided of the relationships between these requirements and the system's life cycle cost.
- CAIV Results – This section shall contain the contractor's summary of trade analyses supporting the CAIV analysis. All costs should be fully burdened with overhead, G&A and fee in base year dollars. The costs shall be shown for all phases of the program, i.e., Concept and Technology Development, System Development and Demonstration, Production and Deployment, Operations and Sustainment unless otherwise specified.
- Strategy to Implement CAIV concepts

3.5 Section III – Estimate Results – This section shall contain complete and detailed analytic results derived from the methods and calculations described in Section II above. This section shall make up the bulk of the report. The estimate results section shall contain the cost and FTE allocation tables by fiscal year, and graphics and charts documenting the contractor's budget-quality cost estimate. Costs for each WBS element shall be presented in both base year and then-year dollars. Cost tables shall show both detail and summary views. The cost model(s) shall be constructed with the capability to alter WBS outline views (e.g. in MS Excel outline view, if an outline has four levels, the fourth level can be hidden by clicking on three -- third level). All costs should be fully burdened with overhead, G&A and fee in base year dollars. The costs shall be shown for all phases of the program, i.e., Concept and Technology Development, System Development and Demonstration, Production and Deployment, Operations and Sustainment unless otherwise specified. Actual costs shall be used upon phase completion.

- The estimate results shall:
  - Segregate heritage/legacy costs
  - Identify costs by appropriation, major component, system element, phase or increment (e.g., block, spiral), including tech refresh
  - Ensure that all costs are traceable to the block-level Business Cases (CDRL A004) and NSGI System Transition Plan (CRDL A002).
  - Identify and explain major costs and cost drivers
  - Be consistent with the LCCE assumptions and methodology
  - Be mathematically verifiable
- The MS Excel soft copy shall contain model(s) that allow the user to readily conduct sensitivity analyses by fiscal year for: (1) labor rates -- all labor categories, (2) inflation factors -- at a minimum, the ability to change inflation for labor (military and civilian), research and development (R&D), procurement hardware, procurement software, and operations and support (O&S).

3.6 Section IV - Conclusion. The conclusion section is for the contractor's cost analysis to communicate findings to the Government. This section shall mention cost or alternative designs, trade studies, pending engineering changes, and accuracy or confidence levels of the results section.

3.7 Section V - Cost Track. The Contractor shall maintain and provide updates to the LCCE throughout the contract. This section shall be used to track changes from the previous reports generated by the same system. The track shall use the same WBS as the initial report and discuss the reason for each change. Categories of changes include: changes in program due to design, updates of estimates, quantity changes, and schedule updates. Each change shall identify specifically what changed since the last report and why. An example would be an estimating change in learning curve slope from the first spirals of this program.

Appendix A. List of Terms and Acronyms.

Appendix B. References and Support Data – any additional data or data sources required to support the LCCE

Appendix C Summaries of Supporting Trade Studies and CAIV Analysis. There will be one section for each trade study addressed:

- X Trade X
- X.1 Statement of Problem
- X.2 Objectives
- X.3 Evaluation Criteria. Cost is considered in the majority of trade studies, and at least one qualifying (meets cost constraint) option was considered and lists trades completed, in process, and planned.
- X.4 Analysis Methodology. Trade Analysis shall be shown for all phases of the program. All costs should be fully burdened with overhead, G&A and fee in base year dollars.
- X.5 Alternative Solutions
- X.6 Analysis Results/Summary
- X.7 Conclusions/Recommendations. This is for the contractor to communicate findings to the Government. This section shall include accuracy or confidence levels of the results section.
- X.8 Analysis Data (provided as an attachment due to the volume of information typically contained).

End DID DI-AP-NSGI-A003

# CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                            | B. EXHIBIT<br>TBD            |                                             | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u>                                                                                              |                               |  |       |     |       |
| D. SYSTEM/ITEM<br>GEOSCOU PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |                              | E. CONTRACT/PR NO.                          |                                                                                                                                                | F. CONTRACTOR<br>TBD          |  |       |     |       |
| 1. DATA ITEM NO.<br><br>A004                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 2. TITLE OF DATA ITEM<br><br>BUSINESS CASE |                              |                                             | 3. SUBTITLE<br><br>BLOCK "N" -- SEE ITEM 16                                                                                                    |                               |  |       |     |       |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A004                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                            |                              | 5. CONTRACT REFERENCE<br>SOW Paragraph 3.4  |                                                                                                                                                | 6. REQUIRING OFFICE<br>NIMA/A |  |       |     |       |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 9. DIST STATEMENT<br>REQUIRED              | 10. FREQUENCY<br>SEE ITEM 16 | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16 | 14. DISTRIBUTION                                                                                                                               |                               |  |       |     |       |
| 8. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                            | 11. AS OF DATE<br>N/A        | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16 | a. ADDRESSEE                                                                                                                                   |                               |  |       |     |       |
| 16. REMARKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                            |                              |                                             | b. COPIES                                                                                                                                      |                               |  |       |     |       |
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| <p>Item 3: "N" is to be replaced with the appropriate Block number (I, II, III, etc.).</p> <p>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.</p> <p>Item 10: This CDRL is to be updated and delivered as a draft 90 days prior to each developmental Block as a final 30 days prior to initiation of work. Delivery based on the contractor's proposed schedule as approved by NIMA.</p> <p>Item 12: First Submission will be required 90 days prior to initiation of work for Block II.</p> <p>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.</p> <p>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs.</p> |                                            |                              |                                             | NIMA/A (T. ANDERS)                                                                                                                             |                               |  |       |     |       |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                            |                              |                                             | 15. TOTAL ----->                                                                                                                               |                               |  |       | 5   | 5     |
| PREPARED BY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                            | H. DATE                      |                                             | I. APPROVED BY                                                                                                                                 |                               |  |       |     |       |
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|                           |
|---------------------------|
| 17. PRICE GROUP           |
| 18. ESTIMATED TOTAL PRICE |
| \$0.00                    |

## Data Item Description

**Title:** Business Case

**Number:** DI-AP-NSGI-A004  
**NIMA Office Responsible:** AP

**Approval Date:**

**Use/relationship:** The Business Case is the driving document for defining and justifying each evolutionary block to implement the objective NSGI Enterprise Architecture.

Congress required an Enterprise vision and architecture of NIMA as modernized by new information technology and business practices. As the foundation for the modernized, transformed NSGI Enterprise, NIMA developed a compelling business case for the transformation of NIMA to a 21<sup>st</sup> century information technology enterprise as part of the NEA Study Contract. This deliverable provided the basis for NIMA's response to the congressional requirement by supporting the return on investment analysis for funding the modernization of NSGI.

The Business Case required under GeoScout will be focused on the individual Blocks required to support the evolutionary acquisition approach approved for NSGI Transformation. For each Block, the contractor shall analyze, synthesize and integrate the benefits, risks, alternative solutions and other relevant issues from NSGI transformation, the business gains and technology maturity. It will address all elements of the Enterprise Architecture and the NSGI System Transition Plan (CDRL A002) and reflect the time phasing of the transition plan for the Block, and the implementation schedule provided in the Block Implementation Plan (CDRL A005). The Business Case should address a smart, cost-effective use or integration of heritage and legacy systems/capabilities. The Business Case will address all relevant business lines across the enterprise, as well as risks and rewards. The Business Case will make use of best commercial and government practices for business plans tailored to NSGI Transformation.

This deliverable is related to and will be supported by the data developed for other GeoScout deliverables (CDRLs A001 through A018), specifically including:

- The system view of the Enterprise Architecture, logical and physical data models and system requirements documentation
- The NSGI System Transition Plan (CDRL A002)
- The Life Cycle Cost Estimate (CDRL A003) and Block Implementation Plan (CDRL A005)
- Risk assessments

This DID includes the format, content and intended use of information for the data product resulting from the work described in the statement of work (SOW).

**Data Item Description (DID):** One time DID – Business Case

### Requirements:

#### 1. Reference documents.

The Imagery and Geospatial Capstone Requirements Document  
The 2010 CONOPS and ORD  
NIMA Statement of Strategic Intent  
OMB Circular A-11, Exhibit 300

#### 2. Format. The reports shall be in contractor's format.

#### 3. Content.

At a minimum, the Business Case should cover all the contents described in OMB Circular A-11, Exhibit 300. The Business Case shall include and address the following requirements:

## Business Case

- The "opportunity cost" of continuation of the NSGI baseline program ("as is")
- The benefits, risks, alternative solutions and other relevant issues from NSGI Transformation over the current NSGI baseline program
- The quantified enhanced operational efficiencies of transformation relative to the NSGI baseline program
- The quantified improvement of NSGI products and knowledge delivered to the user (including multi-INT capabilities)
- A performance-based, risk-adjusted analysis of benefits and costs for the proposed block capability, to include mission and corporate systems, capabilities, and processes
- The foundation for comparing the baseline benefits and costs with the proposed block and a basis for decision-makers to select a feasible option that meets performance objectives.
- A cost benefit analysis showing how the proposed block capability contributes to the overall achievement of the Enterprise Architecture, the NSGI Operational Requirements Document (NORD) KPPs, proposed new and relevant block thresholds and objectives. The cost benefit analysis shall also include the rationale for how the Enterprise Architecture evolves.
- BPR activities necessary to fulfill the business case, with organizational impacts and proposed change plans
- Cost analysis trades showing the break-points for bulk commodity acquisitions and incorporation of IC and DoD initiatives, such as (but not limited to) the JIVA, ICSIS, and GIG capabilities
- Projection of the life cycle costs for the proposed block of capability.
- Appendix that provides the format and content needed to prepare a Capital Asset Plan, Justification and Other Information per OMB (Exhibit 300 per OMB Circular No. A-11) for major IT capital investments. The intent of this appendix is to neither limit nor constrain the contents of the business case document.

End DID DI-AP-NSGI-A004



## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                        | B. EXHIBIT<br>TBD                          | C. CATEGORY:<br>TDP _____ TM _____ OTHER_X _____ |                                            |                |   |  |
| D. SYSTEM/ITEM<br>GEOSCOUT PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                        | E. CONTRACT/PR NO.                         |                                                  | F. CONTRACTOR<br>TBD                       |                |   |  |
| 1. DATA ITEM NO.<br><br>A005                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2. TITLE OF DATA ITEM<br><br>BLOCK IMPLEMENTATION PLAN |                                            |                                                  | 3. SUBTITLE<br><br>BLOCK "N" – see Item 16 |                |   |  |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A005                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                        | 5. CONTRACT REFERENCE<br>SOW Paragraph 3.4 |                                                  | 6. REQUIRING OFFICE<br>NIMA/A              |                |   |  |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 9. DIST STATEMENT<br>REQUIRED                          | 10. FREQUENCY<br>SEE ITEM 16               | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16      | 14. DISTRIBUTION                           |                |   |  |
| 8. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                        | 11. AS OF DATE<br>N/A                      | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16      | a. ADDRESSEE                               | b. COPIES      |   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                        |                                            |                                                  |                                            | draft reg repr |   |  |
| 16. REMARKS<br><br>Item 3: “N” is to be replaced with the appropriate Block number (I, II, III, etc.).<br><br>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.<br><br>Item 10: This CDRL is to be updated and delivered as a draft 90 days prior to each developmental Block as a final 30 days prior to initiation of work. Delivery based on the contractor's proposed schedule as approved by NIMA.<br><br>Item 12: First Submission will be required 90 days prior to initiation of work for Block II.<br><br>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.<br><br>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs. |                                                        |                                            |                                                  | NIMA/A (T. ANDERS)                         | 5              | 5 |  |
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| PREPARED BY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                        | H. DATE                                    | I. APPROVED BY                                   |                                            | J. DATE        |   |  |

## Block Implementation Plan

### Data Item Description

**Title:** Block Implementation Plan

**Number:** DI-AP-NSGI-A005

**Approval Date:**

**NIMA Office Responsible:** GeoScout Program Office

**Use/relationship:** The GeoScout contractor, in coordination with the NIMA Program Office, the Enterprise Engineer, and the O&S contractors, shall define, design, develop, and deliver blocks of operational capability that incrementally move NIMA and the NSGI toward realization of the objective Enterprise Architecture. The block shall be described in terms of the spirals contained within it. For each block, the GeoScout contractor shall develop a Block Implementation Plan detailing the activities required execute the block development. The Government will conduct an independent assessment, review and approve each Block Implementation Plan prior to issuing a task order to proceed.

This deliverable is related to and will be supported by the data developed for other GeoScout deliverables including:

- The system view of the Enterprise Architecture, logical and physical data models and system requirements documentation
- The NSGI System Transition Plan (CDRL A002)
- The Life Cycle Cost Estimate (CDRL A003)
- Business Case (CDRL A004)
- Risk assessments

**Proposed Data Item Description (DID):** One time DID – Block Implementation Plan (IP)

**Requirements:**

1. **Format:** The plan will be in contractor's format.

2. **Content:**

The Block Implementation Plan shall contain the detailed information necessary to execute the proposed block from both an engineering and management perspective providing the ability to measure progress in attaining the stated capabilities. All activities supporting the development and implementation of a block's capabilities shall be addressed in order for the government to fully understand the scope of work being proposed and conduct an assessment/review prior to approval. In support of these objectives the Block Implementation Plan shall include and address at a minimum the following:

- An introduction providing an overview of the work to be accomplished and contains:
  - The purpose of the block being implemented
  - The scope of the work to be accomplished
  - A high level description of the system/capability being developed, a discussion of the operational function(s) provided and its value to NIMA and the NSGI.
  - A description of the impact on baseline (heritage/legacy) systems.
- A description of the technical implementation that includes:
  - Detailed description of the system/capability being developed
  - A description of the spirals and associated milestones
  - Identification of COTS and Mission Specific hardware/software
  - Key engineering milestones to support spiral development, technology insertions and risk reduction
  - Business management milestones

## Block Implementation Plan

- Associated parallel developments and relationships necessary to achieve block/spiral objectives
- Risk and associated mitigation strategies
- Activities supporting implementation of the proposed block are described and a schedule provided (where appropriate). These activities include but are not limited to:
  - System Engineering/Integration events
  - Technology insertions
  - Migration/retirement of heritage/legacy systems and associated data
  - New or modified business and system engineering processes
  - Added or modified capabilities
  - Related infrastructure requirements
  - Designs and plans
  - Certification and Accreditation activities
  - Recommended objective and threshold performance parameters
  - Acquisition Milestones
  - Modeling and Simulation
  - Policy changes
  - Training
  - Requirements definition and management
  - Workforce changes
  - Proposed reviews of requirements, plans, interfaces, etc
- The identification and scheduling of required interaction and/or coordination with interfacing activities such as:
  - NIMA Pre-production Environment
  - Testing and Evaluation
  - Independent Verification and Validation
  - Configuration Management
  - Integrated Logistics support
  - Quality assurance
  - Risk management
  - System Integration / Interoperability
- A detailed schedule/timeline containing a time phased depiction of the activities associated with the development and implementation of the block. Relationships where appropriate shall be identified and a critical path(s) established.
- A staffing profile for personnel required to use, operate and maintain the delivered capabilities, processes, and systems delivered as part of the block.
- A description of tools to be used to analyze and assess effectiveness and provide a quantitative basis for determining performance and satisfaction of functional and design requirements.

End DID DI-AP-NSGI-A005

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                          |                               | B. EXHIBIT<br>TBD                                      |                                             | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> |                                                                                                               |                |                                        |
| D. SYSTEM/ITEM<br>GEOScout PROGRAM                                                                                                                                                                                                                                                                                                        |                               |                                                        | E. CONTRACT/PR NO.                          |                                                   | F. CONTRACTOR<br>TBD                                                                                          |                |                                        |
| 1. DATA ITEM NO.<br>A006                                                                                                                                                                                                                                                                                                                  |                               | 2. TITLE OF DATA ITEM<br>INTERFACE PLANS AND PROCESSES |                                             |                                                   | 3. SUBTITLE<br>ENTERPRISE ENGINEERING, OPERATIONS & SUPPORT,<br>FIA JMO, NSES, LEGACY/HERITAGE (RESPECTIVELY) |                | 17. PRICE GROUP                        |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A006                                                                                                                                                                                                                                                                           |                               |                                                        | 5. CONTRACT REFERENCE<br>SOW Paragraph 3.6  |                                                   | 6. REQUIRING OFFICE<br>NIMA/A                                                                                 |                | 18. ESTIMATED<br>TOTAL PRICE<br>\$0.00 |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                               | 9. DIST STATEMENT<br>REQUIRED | 10. FREQUENCY<br>SEE ITEM 16                           | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16 | 14. DISTRIBUTION                                  |                                                                                                               |                |                                        |
| 8. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                        |                               | 11. AS OF DATE<br>N/A                                  | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16 | a. ADDRESSEE                                      |                                                                                                               | b. COPIES      |                                        |
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|                                                                                                                                                                                                                                                                                                                                           |                               |                                                        |                                             |                                                   |                                                                                                               | draft reg repr |                                        |
| 16. REMARKS                                                                                                                                                                                                                                                                                                                               |                               |                                                        |                                             | NIMA/A (T. ANDERS)                                |                                                                                                               | 5 5            |                                        |
| Item 7. Government will provide letter of approval 45 days after final delivery for each required CDRL.                                                                                                                                                                                                                                   |                               |                                                        |                                             |                                                   |                                                                                                               |                |                                        |
| Item 10: As required in accordance with Items 12 and 13 below.                                                                                                                                                                                                                                                                            |                               |                                                        |                                             |                                                   |                                                                                                               |                |                                        |
| 12: There are five separate deliveries required, as follows:                                                                                                                                                                                                                                                                              |                               |                                                        |                                             |                                                   |                                                                                                               |                |                                        |
| First Submission for the Enterprise Engineering Contractor INTERFACE PLANS AND PROCESSES CDRL will be 45 days after the Enterprise Engineering contract award.                                                                                                                                                                            |                               |                                                        |                                             |                                                   |                                                                                                               |                |                                        |
| b. First submission for the Operations & Support Contractors INTERFACE PLAN AND PROCESSES CDRL will be 45 days after GeoScout contract award.                                                                                                                                                                                             |                               |                                                        |                                             |                                                   |                                                                                                               |                |                                        |
| c. First submission of the Future Imagery Architecture Joint Management Office (FIA JMO) INTERFACE PLANS AND PROCESSES CDRL will be 90 days after GeoScout contract award                                                                                                                                                                 |                               |                                                        |                                             |                                                   |                                                                                                               |                |                                        |
| d. First Submission of the NIMA Systems Engineering Services (NSES) Contractor/Alliance INTERFACE PLANS AND PROCESSES CDRL will be 30 days after GeoScout contract award.                                                                                                                                                                 |                               |                                                        |                                             |                                                   |                                                                                                               |                |                                        |
| e. First Submission of the Legacy/Heritage System Contractors INTERFACE PLANS AND PROCESSES CDRL will be 90 days after GeoScout contract award.                                                                                                                                                                                           |                               |                                                        |                                             |                                                   |                                                                                                               |                |                                        |
| Item 13: Delivery of Subsequent Submissions as required, in accordance with SOW paragraph 3.6.7. After the First Submission, updates will be provided as changes are proposed, as mutually agreed to by the Government and the contractor(s), but no later than 60 days prior to requested date of implementation of the proposed change. |                               |                                                        |                                             |                                                   |                                                                                                               |                |                                        |
| Item 14: Both draft and final deliveries will be 5 hardcopy and 3 CDs                                                                                                                                                                                                                                                                     |                               |                                                        |                                             |                                                   |                                                                                                               |                |                                        |
|                                                                                                                                                                                                                                                                                                                                           |                               |                                                        |                                             | 15. TOTAL ----->                                  |                                                                                                               | 5 5            |                                        |
| PREPARED BY                                                                                                                                                                                                                                                                                                                               |                               |                                                        | H. DATE                                     |                                                   | I. APPROVED BY                                                                                                |                | J. DATE                                |

## Data Item Description

**Title:** Interface Plans and Processes

**Number:** DI-AP-NSGI-A006

**Approval Date:**

**NIMA Office Responsible:**

**Use/relationship:** The Interface Plans and Processes is a multi-use DID that covers requirements for documenting the bi-lateral interface and working relationship between the GeoScout contractor and each contractor and Government activity necessary for the successful achievement of NSGI Transformation goals and objectives. The corollary parties to each Interface Plan and Process include, but may not be limited to, the Enterprise Engineering contractor, the Operations & Support contractors, the NIMA System Engineering Support (NSES) contractors/alliance, the legacy and heritage contractors, and the Future Intelligence Architecture Joint Management Office (FIA JMO). Each Interface Plan and Process shall be coordinated with the corollary activity before submission to the Government. Where differences exist that inhibit agreement between the parties or approval by the Government, the GeoScout contractor shall submit mitigation plans and interim solutions while the issue is negotiated and resolved. Subsequent modifications to the approved Interface Plan and Process shall be submitted as required to implement process improvements as mutually agreed to by the parties and the Government.

**Proposed Data Item Description (DID):** One-time DID – Interface Plans and Processes

**Requirements:**

1. **Format:** Contractor format.

2. **Content:** The substance of each Interface Plan and Process is dependent on the specific relationship to be developed. The general content, as applicable for each Plan and Process, is as follows:

- Title of the Plan and Process document
- Scope of relationship
- References
- Points of Contact for each party to the Interface Plan and Process
- Specific terms of agreement and understandings
- Proposed contract modifications required to effect the agreement and understanding
- Detailed description of information requirements, staffing, organization, and other implementation specifics required to execute the agreement
- Identification of Government-controlled activities and events necessary to implement or facilitate implementation of the Interface Plan and Process
- Process Descriptions, as applicable
- Schedule of key activities to implement the agreement
- Signatures or copies of implementing letters of agreement by the principals to the Interface Plan and Process
- Other documentation to be included by mutual agreement of the parties, and approved for inclusion by the Government
- Glossary of terms and acronyms

End DID DI-AP-NSGI-A006

## Business Process Re-Engineering (BPR) Plan

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                         | B. EXHIBIT<br>TBD                          | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> |                                             |           |         |                |   |         |  |
| D. SYSTEM/ITEM<br>GEOSCOUT PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                         | E. CONTRACT/PR NO.                         |                                                   | F. CONTRACTOR<br>TBD                        |           |         |                |   |         |  |
| 1. DATA ITEM NO.<br><br>A007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2. TITLE OF DATA ITEM<br><br>BUSINESS PROCESS RE-ENGINEERING (BPR) PLAN |                                            |                                                   | 3. SUBTITLE<br><br>BLOCK "N" -- See Item 16 |           |         |                |   |         |  |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A007 -- See Item 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                         | 5. CONTRACT REFERENCE<br>SOW Paragraph 3.7 |                                                   | 6. REQUIRING OFFICE<br>NIMA/A               |           |         |                |   |         |  |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 9. DIST STATEMENT<br>REQUIRED                                           | 10. FREQUENCY<br>SEE ITEM 16               | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16       | 14. DISTRIBUTION                            |           |         |                |   |         |  |
| 8. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                         | 11. AS OF DATE<br>N/A                      | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16       | a. ADDRESSEE<br><br>NIMA/A (T. ANDERS)      | b. COPIES |         |                |   |         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                         |                                            |                                                   |                                             | draft     | reg     | final<br>repr  |   |         |  |
| 16. REMARKS<br><br>Item 3: "N" is to be replaced with the appropriate Block number (I, II, III, etc.).<br><br>Item 4: The Government will work with the contractor to agree on the format and content.<br><br>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.<br><br>Item 10: This CDRL will accompany the Block Implementation Plan, CDRL A005.<br><br>Item 12: First Submittal for Block I 90 days after contract award.<br><br>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.<br><br>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs. |                                                                         |                                            |                                                   | 5                                           | 5         |         |                |   |         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                         |                                            |                                                   |                                             |           |         |                |   |         |  |
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Business Process Re-engineering (BPR) Plan**Data Item Description**

Title: Business Process Re-engineering (BPR) Plan

Number: DI-AP-NSGI-A007  
NIMA Office Responsible:

Approval Date:

Use/relationship: The Business Process Reengineering (BPR) Plan provides one of the fundamental enablers in support of NIMA's transformation. It will define the overall value and objectives of the BPR effort, the organizational scope of the reengineering environment, the BPR methodology employed, and the overall organization of the BPR effort including roles and responsibilities of GeoScout, Enterprise Engineering and Government parties and include mechanisms to survey and address customer satisfaction and needs. It will include the BPR management approach, emphasizing organizational change management and communications management.

The methodology will articulate the go/no go decision points employed, and the manner used in measuring the relative success of the reengineering effort, subsequent to implementation. In total, the methodology will express the following:

- Selection of candidate processes for BPR
- Process business valuation, problem and issue determination
- Process design and development, including valuating the business benefit of the process design
- Process implementation planning and actual implementation

Proposed Data Item Description (DID): One-time DID – Business Process Re-engineering (BPR) Plan

Requirements:

1. Reference documents:
  - CDRL A005, Block Implementation Plan
  - CDRL A002, NSGI System Transition Plan
  - NIMA Statement of Strategic Intent
  - NIMA Corporate Transformation Business Plan
2. Format: Contractor format acceptable.
3. Content: At a minimum, the contents shall address the topics addressed below

The plan shall identify and describe the organization of NIMA's core baseline business processes, an assessment of their relative level of importance and a logically proposed order in which each of the processes would be the subject of a BPR effort. This baseline shall express the following:

- Descriptions of the processes and direct sub-processes
- An articulation of the overall value and role of the processes, and direct sub-processes including how they affect mission effectiveness and operational efficiency
- The breadth of the processes in terms of organizational reach, skill requirements, and technology enablers
- Description of how processes support the mission, goals of the NIMA Statement of Strategic Intent and the NIMA Corporate Transformation Business Plan
- Fundamental metrics used to measure process performance and the approach for using performance measurement information to drive continual process improvement
- The key impacts, problems and/or issues directly related to the process

Business Process Re-engineering (BPR) Plan

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- Recommendations, based on potential as means for bringing about major improvements in performance, including:
  - Identification of processes that can be simplified or otherwise redesigned to reduce cost, improve effectiveness, and make maximum use of COTS technology
  - Identification of processes to be eliminated or accomplished more efficiently by another component or organization
  - Identification of processes that can be outsourced in part or entirely
  - Identification of new processes that fill gaps between current performance and mission needs
  - Identification of changes in organization, doctrine, tactics or training

The plan shall differentiate between BPR and continuous incremental improvement of existing processes, and include the methodology and organization used in the incremental improvement of existing processes. The plan shall be iteratively updated with each approved Block, as described in the Block Implementation Plan (CDRL A005), and provide major input into, and receive direction from the NSGI System Transition Plan (CDRL A002).

End DID DI-AP-NSGI-A007



## Contract Work Breakdown Structure (CWBS)

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

[illegible]

## Data Item Description

**Title:** Contract Work Breakdown Structure (WBS)

**Number:** DI-AM-NSGI-A008

**Approval Date:**

**NIMA Office Responsible:** AM

**Use/relationship:** This documents the Contract Work Breakdown Structure (CWBS) and its extension by the contractor using terminology and definitions, as applicable in MIL-HDBK-881. The complete CWBS will serve as a basis for program and technical planning, scheduling, cost estimating, resource allocations, performance management, configuration management, and status reporting.

**Proposed Data Item Description (DID):** This is a one-time DID. The CWBS will be provided in accordance with DID DI-MGMT-81334, as tailored below.

**Requirements:**

1. Reference documents. The applicable issue of the documents cited herein, including their approval dates.
2. Format and Content follows:  
The CWBS shall be reflected in a report that consists of two parts. Part I is an index, and Part II is a dictionary. All reports shall be appropriately classified following the applicable NIMA classification guidance and delivered in a manner appropriate to the classification level. The Contractor shall annotate in any updated CDRL a crosswalk of changes, additions, or deletions with explanations. Soft copy formats shall be compatible with Microsoft Word and Excel.
  - 2.1 Part I – CWBS Index shall contain the following data elements:
    - 2.1.1 Line Number. Line number should be sequential starting with 1.
    - 2.1.2 CWBS Element. Enter the title of the CWBS element using the specific name intended to reflect the level. Level 1 is the total contract. Levels 2, 3, etc., are successively lower levels of the program
    - 2.1.3 CWBS Code. Use as applicable.
    - 2.1.4 Contract Line Items. Enter the number of the contract line items that are associated with the CWBS element.
    - 2.1.5 Statement of Work (SOW) paragraph number(s). Enter the applicable paragraph number(s) from the SOW.
  - 2.2 Part II – CWBS Dictionary shall describe the effort and tasks associated with every CWBS element and shall contain the following data elements:
    - 2.2.1 Level of CWBS.
    - 2.2.2 CWBS Element. Enter the title of each CWBS element in the same order given in Part I
    - 2.2.3 CWBS Definition. Enter a complete description of the technical and cost content of each CWBS element. The statement should be as descriptive as possible about the efforts, tasks, etc. that shall be included in the CWBS element by the contractor.

End DID DI-AM-NSGI-A008

## Contract Master Schedule (CMS)

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

|                           |            |                                                |
|---------------------------|------------|------------------------------------------------|
| A. CONTRACT LINE ITEM NO. | B. EXHIBIT | C. CATEGORY:<br>TDP _____ TM _____ OTHER _____ |
|---------------------------|------------|------------------------------------------------|

|                |                    |               |
|----------------|--------------------|---------------|
| D. SYSTEM/ITEM | E. CONTRACT/PR NO. | F. CONTRACTOR |
|----------------|--------------------|---------------|

| 1. DATA ITEM NO. | 2. TITLE OF DATA ITEM          | 3. SUBTITLE |
|------------------|--------------------------------|-------------|
| A009             | CONTRACT MASTER SCHEDULE (CMS) |             |

17. PRICE GROUP

|                                                                 |                                          |                               |
|-----------------------------------------------------------------|------------------------------------------|-------------------------------|
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AM-NSGI-A009 | 5. CONTRACT REFERENCE<br>SOW Section 4.3 | 6. REQUIRING OFFICE<br>NIMA/A |
|-----------------------------------------------------------------|------------------------------------------|-------------------------------|

|                              |  |
|------------------------------|--|
| 18. ESTIMATED<br>TOTAL PRICE |  |
|------------------------------|--|

|                     |                               |                               |                                             |                  |       |                   |
|---------------------|-------------------------------|-------------------------------|---------------------------------------------|------------------|-------|-------------------|
| 7. DD 250 REQ<br>NO | 9. DIST STATEMENT<br>REQUIRED | 10. FREQUENCY<br>EVERY 2 WKS  | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16 | 14. DISTRIBUTION |       |                   |
| 8. APP CODE<br>NO   |                               | 11. AS OF DATE<br>SEE ITEM 16 | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16 | a. ADDRESSEE     |       | b. COPIES         |
|                     |                               |                               |                                             |                  | draft | final<br>reg repr |

16. REMARKS

Item 11: The CDRL shall be updated and current every two weeks. The CMS shall integrate and be traceable to all subcontractor and/or teammate schedule data. The CMS shall be as-of the last business day prior to the submission.

Item 12: The First Submission shall be available the first business day following the end of the prime contractor's first two full week period following contract award, but not more than 15 business days following contract award.

Item 13: Subsequent Submissions shall be the first business day following the end of the prime contractor's two week period.

Item 14:

a. The level for reporting will be at the activity level where work is performed by the prime contractor, subcontractors, and/or teammates.

b. The prime contractor shall be prepared to discuss significant deviations from planned dates, change in forecast completion dates, and critical path.

c. Deliveries shall be 5 hardcopy and 3 CDs.

[illegible]

|           |        |
|-----------|--------|
| 15. TOTAL | -----> |
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|             |         |                |         |
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| PREPARED BY | H. DATE | I. APPROVED BY | J. DATE |
|-------------|---------|----------------|---------|

## Contract Master Schedule (CMS)

### Data Item Description

**Title:** CONTRACT MASTER SCHEDULE

**Number:** DI-AM-NSGI-A009

**Approval Date:**

**Office of Primary Responsibility:** NIMA/AM

**Applicable Forms:** None

**Use/Relationship:** The Contract Master Schedule (CMS) provides a realistic and achievable plan that identifies critical activities and key resources, with a high probability of success. The CMS communicates the content, workflow, and approach. The Work Breakdown Structure (WBS) is the foundation of the CMS and provides a hierarchy for schedule trace-ability and summarization. The CMS will monitor and verify all activities that define progress and successful completion.

- a. This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.
- b. The CMS is applicable to cost reimbursable contracts over 1 year in duration and over \$50,000,000 in total value, or as designated by the Program Manager.
- c. Reference Documents are available in the NIMA AMD office.

### Requirements:

1. The CMS is an integrated schedule capturing all work required for successful completion of the contract. It is developed by logically networking activities. The CMS supports analysis of the realistic achievement of contractual milestones.
2. The CMS shall be submitted in database format compatible with MS Project.
3. The CMS shall be classified in accordance with the contract Security Classification Guide.
4. The CMS shall be current every two weeks as of the last day of the two-week period. Data from all subcontractors and/or teammates will be incorporated and will reflect the same calendar as the prime contractor. Status will reflect actual schedule status, as well as forecasted changes in completion dates or future start dates. Changes to the baseline schedule will only be approved through the configuration management process in the NIMA Configuration Management Plan.
5. The CMS shall incorporate authorized changes in a timely fashion.
6. The CMS shall be logically structured and organized. It shall provide for easy hierarchical summarization and shall be traceably to the Work Breakdown Structure (WBS).
7. The CMS shall be vertically traceable. The CMS shall have a summary master schedule as well as intermediate and detailed logic networks. The details in the lower level schedules must support the top-level summarization of the schedule. The summary master schedule shall define the contract at a top level. It shall identify level 0 - 4 milestones per the NIMA Configuration Management Plan, contractual milestones, major products delivered, and major phases of the contract. It shall depict the critical path through the contract.
8. The CMS critical path will be computed by the scheduling software and must accurately reflect the true critical path through the contract. The critical path shall be easily distinguished. The critical path

## Contract Master Schedule (CMS)

is the sequence of activities whose accomplishments will require the greatest expected time to complete.

9. The critical path will be based on precedence relationships, lead or lag times, durations, constraints, and other information. Generic problems in the network such as artificial constraints or incorrect/incomplete logic can skew the critical path. Activities along the critical path have the least amount of total slack or float. Total slack or float shall be reported for all activities and milestones. Any slippage to activities on the critical path will cause a corresponding slippage to the end date of the contract. Therefore, it is imperative that the critical path be correctly identified and receives appropriate management attention.
10. The CMS shall identify all activities that must be performed and milestones that must be accomplished to produce the products and successfully complete the contract. The CMS shall identify a descriptive and unique name for each activity and milestone in the CMS and shall tie directly to the information contained in the Earned Value Management System (EVMS). However, no level of effort activities need be entered into the CMS.
11. With the exception of level of effort activities, the CMS shall represent all control accounts as an activity in the schedule network. The CMS activity shall bear the corresponding control account number in a customized text field in the scheduling software. The CMS, at its most detailed level, will show activities that sum to work packages and/or planning packages in the EVMS. As the detailed planning process unfolds for the EVMS, likewise there should be a progressively more detailed "roll out" of activities that make up the work packages in the scheduling system.
12. The CMS will identify all external dependencies that involve a relationship or interface with external organizations. This shall include identification of all Government furnished items and the required and expected delivery dates from the Government, as well as interfaces required from other components. All external dependencies should be grouped under a summary entitled "External Interfaces" and use subsequent levels of groupings/summarization as needed for clarification. Mark activities as "External Interfaces" or "GFE/GFI" in a customized text field for identification purposes. Internal interfaces and dependencies within the contract will also be identified.
13. The CMS shall be horizontally traceable. The CMS shall schedule authorized work in a manner that describes the sequence of work and identifies significant activity interdependencies. Interdependencies define how the start or finish of one activity depends on another activity. The CMS shall identify all interdependencies for every non-summary activity.
14. The CMS will identify interdependencies for planning packages as well as work packages. Even though planning packages are not well defined, interdependencies should be identified at a high level and refined over time. Failure to identify planning package dependencies results in an incomplete network and incorrect critical path.
15. All activity interdependencies in the CMS shall be defined by precedence relationships. Every activity and milestone shall be logically linked to all activities or milestones that precede (predecessors) and all activities or milestones that follow (successors) using finish-to-start, finish-to-finish, or start-to-start relationships. Lead and lag time shall be identified for any delays or overlaps that exist between dependent activities or milestones. Summaries shall not be assigned predecessors or successors. A giver (predecessor) and receiver (successor) report shall be submitted with the CMS for the prior period, current period, and future period for a "snapshot" of the relationships encompassing three reporting periods.
16. The CMS shall contain activity duration estimates for all activities and milestones to include early and late start and finish dates and actual start and finish dates. The date an activity or milestone was actually started and actually completed shall be stored in the CMS for all activities and milestones.

## Contract Master Schedule (CMS)

17. The CMS shall maintain a current plan and a baseline plan. The current plan should be updated to reflect actual progress, while the baseline shall remain static until a specific contractual change occurs. When the original plan is approved, the schedule baseline is set and the planned start and planned finish for each activity and milestone in the CMS are set as the baseline start and baseline finish.
18. Change Information shall accompany the CMS. Change information should highlight baseline differences, plan and actual schedule performance, changes to lead/lag, changes to total slack or float, and explain the reasons for variances and their impacts. In addition, a Milestone Status Report (MSR) shall accompany the Change Information. The MSR shall include milestones scheduled to be complete from the start of the previous reporting period through the end of the next reporting period. This will allow a "snapshot" of the milestones encompassing three reporting periods.
19. The CMS will include a Schedule Risk Analysis (SRA). The prime contractor will conduct the SRA at least quarterly. For events in the CMS, best case, worst case, and most likely remaining durations will be developed. The prime contractor will document all assumptions and metrics used to develop remaining durations including subcontractors and/or teammates. The contractor will run a "simulation" to arrive at potential schedule outcomes. The results of the SRA will be presented to the government.
20. The level for reporting shall be at the activity level where work is performed by the prime contractor, subcontractors, and/or teammates.

End DID DI-AM-NSGI-A009

Cost Performance Data (CPR)

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| A. CONTRACT LINE ITEM NO. | B. EXHIBIT | C. CATEGORY:<br>TDP _____ TM _____ OTHER _____ |
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| D. SYSTEM/ITEM | E. CONTRACT/PR NO. | F. CONTRACTOR |
|----------------|--------------------|---------------|

|                          |                                                        |             |
|--------------------------|--------------------------------------------------------|-------------|
| 1. DATA ITEM NO.<br>A010 | 2. TITLE OF DATA ITEM<br>COST PERFORMANCE REPORT (CPR) | 3. SUBTITLE |
|--------------------------|--------------------------------------------------------|-------------|

|                                                               |                                          |                               |
|---------------------------------------------------------------|------------------------------------------|-------------------------------|
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-MSGT-81466 | 5. CONTRACT REFERENCE<br>SOW Section 4.3 | 6. REQUIRING OFFICE<br>NIMA/A |
|---------------------------------------------------------------|------------------------------------------|-------------------------------|

|                             |                               |                               |                                              |                  |
|-----------------------------|-------------------------------|-------------------------------|----------------------------------------------|------------------|
| 7. DD 250 REQ<br>SEE ITEM 1 | 9. DIST STATEMENT<br>REQUIRED | 10. FREQUENCY<br>MONTHLY      | 12. DATE OF FIRST SUBMISSION<br>SEE ITEMS 16 | 14. DISTRIBUTION |
| 8. APP CODE<br>NO           |                               | 11. AS OF DATE<br>SEE ITEM 16 | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16  | a. ADDRESSEE     |
|                             |                               |                               |                                              | b. COPIES        |
|                             |                               |                               |                                              | draft reg repr   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------|
| 16. REMARKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 17. PRICE GROUP | 18. ESTIMATED<br>TOTAL PRICE |
| Item 7: The Government will provide letter of approval 45 days after final delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                              |
| Introduction: The following remarks reference several blocks in the CPR as well as additional information needs of the government. It is the intent of the government to receive a fully integrated CPR from the prime contractor, incorporating all subcontractors and/or teammates data. Specifically the government requires WBS traceability to the subcontractors or teammates "elements of cost" such as labor, material, and other direct-costs.                                                                                                                        |                 |                              |
| Item 11: The CPR will be current as of the end of the prime contractor's monthly accounting period. Subcontractor and/or teammate data will be submitted for the same accounting period as the prime contractor's (e.g. the contractor's April accounting month-end data and the subcontractor's and/or teammate's April month-end data, regardless of when the subcontractor's and/or teammate's accounting month ends.)                                                                                                                                                      |                 |                              |
| Item 12: The first CPR shall be delivered within the first accounting period following Contract Award. Formats 1, 2, 3, and 4 shall be submitted by the 10th calendar day of the month following the reporting period. Format 5 shall be submitted by the 15th calendar day of the month following the reporting period. If either the 10th or the 15th occur on a non-working day, the reports will be submitted the next business day. At a minimum, the first CPR shall include budget(s) allocated at the level available within the reporting period and actuals-to-date. |                 |                              |

Cost Performance Data (CPR)

Continuation DD Form 1423-1, JUN 90

Item 16 (Continued):

Item 14:

- a. Format 1 of the CPR shall include in the monthly X12 file future period, time-phased BCWS and ETC by WBS Element. The level for reporting for Format 1 will be at the control account level for the prime contractor, subcontractors, and/or teammates.
- b. Format 2 of the CPR shall be reported in three different formats. Format 2a shall report performance by prime contractor, subcontractor, and/or teammate specifying company name. Format 2b shall report performance by ENGINE activities. Format 2c will report performance by appropriation.
- c. In addition to the existing Format 3 of the CPR, a time-phased estimate-to-complete at the summary level shall also be reported in the CPR Format 5 narrative.
- d. Variance analysis reporting thresholds shall be mutually agreed to after contract award and reviewed periodically for updates as appropriate. At a minimum, the prime contractor shall address top 10 concerns. Concerns may be current or cumulative with the focus on recent performance.
- e. All formats shall be delivered in electronic media. Five hardcopies and 3 CDs. One of 5 hardcopy and 1 of 3 CDs shall be delivered to ACA/PCO. The American National Standards Institute (ANSI) X12 standards (transaction sets 839C), or XML, will be used for Electronic Data Interchange.
- f. All reports should be appropriately classified following the applicable NIMA classification guidance and delivered in a manner appropriate to the classification level.



# Cost Performance Data (CPR)

| DATA ITEM DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                |                                          | Form Approved<br>OMB NO. 0704-0188        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------|-------------------------------------------|--|
| <p>Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 20503, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |                                          |                                           |  |
| 1. TITLE<br>COST PERFORMANCE REPORT (CPR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                |                                          | 2. IDENTIFICATION NUMBER<br>DI-MGMT-81466 |  |
| 3. DESCRIPTION/PURPOSE<br><p>1.1 This report consists of five formats containing cost and related data for measuring contractors' cost and schedule performance on Department of Defense (DOD) acquisition contracts. Format 1 (Sample Format 1) provides data to measure cost and schedule performance by summary level Work Breakdown Structure (WBS) elements, the hardware, software and services the Government is buying. Format 2 (Sample Format 2) provides the same data by the contractor's organization. Format 3 (Sample Format 3) provides the budget baseline plan against which performance is measured. Format 4 (Sample Format 4) provides staffing forecasts for correlation with the budget plan and cost estimates. Format 5 (Sample Format 5) is a narrative report used to explain significant cost and schedule variances and other identified contract problems and topics. (Continued on page 2)</p>                                                                                                                                                                                                                                                |                                                                |                                          |                                           |  |
| 4. APPROVAL DATE (YYMMDD)<br>951019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)<br>OUSD (A&T) API/PM | 6a. DTIC APPLICABLE                      | 6b. GIDEP APPLICABLE                      |  |
| 7. APPLICATION/INTERRELATIONSHIP<br><p>1.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.</p> <p>1.2 This DID may be used in conjunction with the Contract Funds Status Report DID, DI-MGMT-81468, and other ATC program control DIDs. This DID and the Cost/Schedule Status Report DID, DI-MGMT-81467, will not be used on the same contract.</p> <p>1.3 The CPR will be used to obtain cost and schedule performance information on contracts requiring compliance with EVMS. It may also be used on contracts not requiring EVMS compliance ("CPR - No Criteria"), but on which the DOD Component requires more data than is available on a Cost/Schedule Status Report. When compliance with the EVMS is contractually required, the CPR data elements shall reflect the output of the contractor's EVMS-compliant integrated management system. When compliance with the EVMS is not contractually required ("CPR - No Criteria"), the CPR data elements shall be as specified in the (Continued on page 2)</p> |                                                                |                                          |                                           |  |
| 8. APPROVAL LIMITATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                | 9a. APPLICABLE FORMS<br>Refer to page 3. | 9b. AMSC NUMBER<br>D7120                  |  |

## Cost Performance Data (CPR)

### 0. PREPARATION INSTRUCTIONS

0.1 Format. Contractor formats should be substituted whenever they contain all the required data elements at the specified reporting levels in a form suitable for DOD management.

Content. The Cost Performance Report shall contain the following:

0.2.1 Heading Information - Formats 1 - 5. Preparation instructions for Heading Information (Blocks 1 through 4) apply to Formats 1 through 5.

0.2.1.1 Contractor. Enter in Block 1.a the contractor's name and division, if applicable. Enter in Block 1.b the plant location and mailing address of the reporting contractor.

0.2.1.2 Contract. Enter the contract name in Block 2.a, the contract number in Block 2.b, the contract type in Block 2.c and the contract share ratio, if applicable, in Block 2.d.

0.2.1.3 Program. Enter in Block 3.a the program name, number, acronym and/or type, model, and series, or other designation of the prime item(s) purchased under the contract. Indicate the program phase, RDT&E or Production, in Block 3.b.

0.2.1.4 Report Period. Enter the beginning date in Block 4.a and the ending date in Block 4.b of the period covered by the report.

0.2.1.5 Security Classification. Enter the appropriate security classification at the top and bottom of each page. (Continued on page 3)

### 1. DISTRIBUTION STATEMENT

Distribution Statement A: Approved for public release; distribution is unlimited.

Block 3, Description/Purpose (Continued)

3.2 CPR data will be used by DOD system managers to: (a) integrate cost and schedule performance data with technical performance measures, (b) identify the magnitude and impact of actual and potential problem areas causing significant cost and schedule variances, and (c) provide valid, timely program status information to higher management.

3.3 The CPR is a management report. It should provide timely, reliable summary-level data with which to assess current and projected contract performance. The CPR's primary value to government program management is its ability to reasonably reflect current contract status. If the CPR contains excessively detailed or outdated information, management's ability to make informed, timely decisions may be impaired. It is important that the CPR be as accurate as possible so it can be used for its intended purpose. It should be used by the DOD Component staff, including Program Managers, engineers, cost estimators and financial management personnel, to confirm, quantify and track known or emerging contract problems and as a basis for communicating with the contractor. The contractor should ensure that CPR data accurately reflect how work is being performed and is consistent with the actual contract status.

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Block 7, Application/Interrelationship (Continued)

contractor's summary management procedures or as subsequently negotiated. (Refer to DFARS 252.242-7005.)

7.4 Unless otherwise provided in the contract, the CPR will be required on a monthly basis.

7.5 Data reported in the CPR will pertain to all authorized contract work, including both priced and unpriced effort. However, the Government and the contractor may agree to exclude from CPR reporting portions of the contract for which performance reporting is not needed, such as firm fixed price contract line items.

7.6 Certain aspects of the report are subject to negotiation between the Government and the contractor, such as:

7.6.1 The WBS levels to be reported on Format 1. The level of detail to be reported on Format 1 normally will be limited to level three of the Contract WBS or higher, but lower levels may be specified for high-cost or -risk items. The Government and the contractor should periodically review and adjust as necessary WBS reporting levels on Format 1 to ensure they continue to provide appropriate visibility without requiring excessive information. If there is a significant problem at a lower level, detailed reporting for

## Cost Performance Data (CPR)

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information in Blocks 5 through 7 on Format 1 will still be required. Also, if a formal reprogramming (Over Target Baseline) has been implemented and Format 1 is not required, the information in Columns (12) and (13) of Block 8 on Format 1 and the information in Block 9 on Format 1 will still be required.)

7.6.3 The variance analysis thresholds which, if exceeded, require problem analysis and narrative explanations in Format 5. If the contract does not specify variance analysis thresholds, the contractor will provide appropriate variance analyses (see 10.2.6.3.2.4 below). Variance analysis thresholds should be reviewed periodically and adjusted as necessary to ensure they continue to provide appropriate visibility.

7.6.4 The specific time increments to be used for the baseline and staffing projections required by Formats 3 and 4. If the contract does not specify time increments, the contractor will determine the increments to be used.

7.6.5 The reporting provisions which apply to the Cost of Money line on Formats 1 and 2.

7.6.6 The reporting provisions which apply if compliance with EVMS is not contractually required, known as "CPR - No Criteria." Procedures used to develop CPR data will be documented in the contractor's summary management procedures and are subject to negotiations. (Refer to DFARS 252.242-7005.)

7.6.7 Organizational categories for Format 4, if different from Format 2. The Government may request that different organizational categories be used for reporting staffing in Format 4. If so, the Government and the contractor will negotiate the Format 4 categories. The Format 2 categories shall reflect the contractor's internal organization being used to perform the contract at hand.

7.7 In all cases, the CPR CDRL is subject to "tailoring." Tailoring is defined as deleting requirements from this DID. Requiring more information in the CPR CDRL than specified in this DID is prohibited by DOD regulation. All negotiated reporting provisions will be specified in the contract.

7.8 This Data Item Description supersedes DI-F-6000C.

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### Block 9.a, Applicable Forms (Continued)

9.a.1 DD Forms are available and will be used to submit required formats as follows:

| <u>CPR Format</u>        | <u>DD Form Number</u> | <u>Sample Format No.</u> |
|--------------------------|-----------------------|--------------------------|
| Work Breakdown Structure | 2734/1                | 1                        |

Administration, Commerce and Transport (EDIFACT) equivalent, will be used for Electronic Data Interchange.

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Block 10, Preparation Instructions (Continued)

10.2.1.6 Dollars in . If reported dollar amounts have been factored down by a thousand, a million or a billion, enter the factor at the top of each page.

10.2.2 Format 1 - Work Breakdown Structure.

10.2.2.1 Contract Data.

10.2.2.1.1 Quantity. Enter in Block 5.a the number of prime items to be procured on this contract.

10.2.2.1.2 Negotiated Cost. Enter in Block 5.b the dollar value (excluding fee or profit) on which contractual agreement has been reached as of the cutoff date of the report. For an incentive contract, enter the definitized contract target cost. Amounts for changes will not be included in this item until they have been priced and incorporated in the contract through contract change order or supplemental agreement. For a cost plus fixed fee or award fee contract, enter the estimated cost negotiated. Changes to the estimated cost will consist only of amounts for changes in the contract scope of work, not for cost growth ("overrun") from the original estimated cost.

10.2.2.1.3 Estimated Cost of Authorized, Unpriced Work. Enter in Block 5.c the amount (excluding fee or profit) estimated for that work for which written authorization has been received, but for which definitized contract prices have not been incorporated in the contract through contract change order or supplemental agreement.

10.2.2.1.4 Target Profit/Fee. Enter in Block 5.d the fee or percentage of profit which will apply if the negotiated cost of the contract (see 10.2.2.1.2, above) is met.

10.2.2.1.5 Target Price. Enter in Block 5.e the target price (negotiated contract cost plus profit/fee) applicable to the definitized contract effort.

10.2.2.1.6 Estimated Price. Based on the most likely estimate of cost at completion for all authorized contract work and the appropriate profit/fee, incentive, and cost sharing provisions, enter in Block 5.f the estimated final contract price (total estimated cost to the Government). This number will be based on the most likely management estimate at completion in Block 6.c.1 and normally will change whenever the management estimate or the contract is revised.

cost outcomes. Contractors are encouraged to provide the most accurate EACs possible through program-level assessments of factors that may affect the cost, schedule or technical outcome of the contract. Where possible, such program-level assessments should include consideration of known or anticipated risk areas, and planned risk reductions or cost containment measures. EACs should be reported without regard to contract ceiling, if applicable. The methods used to develop worst case, best case and most likely management estimates at completion need not be described in the contractor's EVMS-compliant management control system description or CPR-No Criteria management procedures.

10.2.2.2.1 Management Estimate at Completion - Best Case. Enter in Block 6.a.1 the contractor's best case estimate at completion. The best case estimate is the one that results in the lowest cost to the Government. This estimate should be based on the outcome of the most favorable set of circumstances. If this estimate is different from the most likely estimate at completion (Block 6.c.1), the assumptions and conditions underlying this estimate should be explained briefly in Format 5. This estimate is for informational purposes only; it is not an official company estimate. There is no requirement for the contractor to prepare and maintain backup data beyond the explanation provided in Format 5.

10.2.2.2.2 Management Estimate at Completion - Worst Case. Enter in Block 6.b.1 the contractor's worst case estimate at completion. The worst case estimate is the one that results in the highest cost to the Government. This estimate should be based on the outcome of the least favorable set of circumstances. If this estimate is different from the most likely estimate at completion (Block 6.c.1), the assumptions and conditions underlying this estimate should be explained briefly in Format 5. This estimate is for informational purposes only; it is not an official company estimate. There is no requirement for the contractor to prepare and maintain backup data beyond the explanation provided in Format 5.

10.2.2.2.3 Management Estimate at Completion - Most Likely. Enter in Block 6.c.1 the contractor's most likely estimate at completion. This estimate is the contractor's official contract EAC and, as such, takes precedence over the estimates presented in Column (15) of Formats 1 and 2 and Blocks 6.a.1 and 6.b.1. This EAC is the value that the contractor's management believes is the most likely outcome based on a knowledgeable estimate of all authorized work, known risks and probable future conditions. This value need not agree with the total of Column (15) (Block 8.e). However, any difference should be explained in Format 5 in such terms as risk, use of management reserve, or higher management knowledge of current or future contract conditions. This EAC need not agree with EACs contained in the contractor's internal data, but must be reconcilable to them. The most likely EAC also will be reconcilable to the contractor's latest statement of funds required as reported in the Contract Funds Status Report, or its equivalent, if this report is a contractual requirement.

10.2.2.3 Authorized Contractor Representative. Enter in Block 7.a the name of the authorized person signing the report. Enter that person's title in Block 7.b. The authorized person will sign in Block 7.c. Enter the date signed in Block 7.d.

10.2.2.4 Performance Data.

10.2.2.4.1 Work Breakdown Structure Element. Enter in Column (1) of Block 8.a the noun description of the WBS items for which cost information is being reported. WBS items or levels reported will be those specified in the contract. (See 7.6.1 above.)

10.2.2.4.2 Cost of Money. Enter in Columns (2) through (16) of Block 8.b the Facilities Capital Cost of Money applicable to the contract.

10.2.2.4.3 General and Administrative (G&A). Enter in Columns (2) through (16) of Block 8.c the appropriate G&A costs. If G&A has been included in the total costs reported in Block 8.a above, G&A will be shown as a nonadd entry on this line with an appropriate notation. If a G&A classification is not used, no entry will be made other than an appropriate notation to that effect.

10.2.2.4.4 Undistributed Budget. Enter the amount of budget applicable to contract effort which has not yet been identified to WBS elements at or below the reporting level. For example, contract changes which were authorized late in the reporting period should have received a total budget; however, assignment of work and allocation of budgets to individual WBS elements may not have been accomplished as of the end of the period. Budgets which can be identified to WBS elements at or below the specified reporting level will be included in the total budgets shown for the WBS elements in Block 8.a and will not be shown as undistributed budget. Enter in Column (15) of Block 8.d the estimate at completion for the scope of work represented by the undistributed budget in Column (14) of Block 8.d. Enter in Column (16) of Block 8.d the variance, if any, and fully explain it in Format 5. All undistributed budget will be fully explained in Format 5.

10.2.2.4.4.1 Use of Undistributed Budget. The provisions made in this report for undistributed budget are primarily to accommodate temporary situations where time constraints prevent adequate budget planning or where contract effort can only be defined in very general terms. Undistributed budget should not be used as a substitute for adequate contract planning. Formal budgets should be allocated to contract effort and responsible organizations at the earliest possible time, preferably within the next reporting period.

10.2.2.4.5 Subtotal (Performance Measurement Baseline). Enter the sum of the direct, indirect, Cost of Money, and G&A costs and budgets in Columns (2) through (16) of Block 8.a through e. This subtotal is also referred to as

reporting period. The amounts shown as management reserve in Formats 1, 2 and 3 will agree. Amounts of management reserve applied to WBS elements during the reporting period will be listed in Block 6.b of Format 3 and explained in Format 5.

10.2.2.4.6.1 Negative Management Reserve. Negative entries will not be made in Management Reserve (Column (14) of Block 8.f). There is no such thing as "negative management reserve." If the contract is budgeted in excess of the Contract Budget Base (the negotiated contract cost plus the estimated cost for authorized, unpriced work), the provisions applicable to formal reprogramming and the instructions in paragraphs 10.2.2.5.1, 10.2.2.6.6, 10.2.2.6.7 and 10.2.4.1.7 apply.

10.2.2.4.7 Total. Enter the sum of all direct, indirect, Cost of Money, G&A cost, undistributed budgets and management reserves, if applicable, in Columns (2) through (14) of Block 8.g. The Total lines of Format 1 (Block 8.g) and Format 2 (Block 5.g) will agree. The total of Column (14), Block 8.g, will equal the Total Allocated Budget shown in Block 5.f on Format 3.

10.2.2.5 Reconciliation to Contract Budget Base.

10.2.2.5.1 Formal Reprogramming. In exceptional cases, the procuring agency may authorize the contractor to establish performance measurement budgets that in total exceed the Contract Budget Base. This process is called formal reprogramming. The contractor and the Government will agree on how the results of a formal reprogramming will be reported in the Cost Performance Report before the formal reprogramming is initiated. This agreement and any other pertinent details on the reporting of the formal reprogramming will be included in Format 5. Blocks 9.a and 9.b provide the contractor the opportunity to reconcile the higher performance measurement budgets, also called an "Over Target Baseline," to the Contract Budget Base. (See 10.2.2.6.6, 10.2.2.6.7, 10.2.4.1.7, and 10.2.6.5 below for more information on reporting Over Target Baselines.)

10.2.2.5.2 Variance Adjustment. In reporting the results of a formal reprogramming (Over Target Baseline) the contractor may 1) apply the additional budget to completed work, thereby eliminating some or all of the existing cost or schedule variances, 2) apply the additional budget to remaining work, 3) apply some of the additional budget to completed work and some to remaining work, or 4) apply some of the additional budget to management reserve. If the contractor uses a portion of the additional budget to eliminate variances applicable to completed work, the total adjustments made to the cost and schedule variances will be shown in Columns (10) and (11) of Block 9.a. The total cost variance adjustment entered in Column (11) of Block 9.a will be the sum of the individual cost variance adjustments shown in Column (12) of Blocks 8.a through g.

10.2.2.5.3 Total Contract Variance. In Columns (10) and (11) of Block 9.b,



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be derived using the contractor's summary management procedures (refer to DFARS 252.242-7005).

10.2.2.6.1 Column (2) and Column (7) - Budgeted Cost - Work Scheduled. For the time period indicated, enter the Budgeted Cost for Work Scheduled (BCWS) in these columns.

10.2.2.6.2 Column (3) and Column (8) - Budgeted Cost - Work Performed. For the time period indicated, enter the Budgeted Cost for Work Performed (BCWP) in these columns.

10.2.2.6.3 Column (4) and Column (9) - Actual Cost - Work Performed (ACWP). For the time period indicated, enter the Actual Cost of Work Performed without regard to ceiling. In all cases, costs and budgets will be reported on a comparable basis.

10.2.2.6.4 Column (5) and Column (10) - Variance - Schedule. For the time period indicated, these columns reflect the differences between BCWS and BCWP. For the current period, Column (5) (schedule variance) is derived by subtracting Column (2) (BCWS) from Column (3) (BCWP). For the cumulative to date, Column (10) (schedule variance) is derived by subtracting Column (7) (BCWS) from Column (8) (BCWP). A positive figure indicates a favorable variance. A negative figure (indicated by parentheses) indicates an unfavorable variance. Significant variances as specified in the contract will be fully explained in Format 5. If the contract does not specify variance analysis thresholds, the contractor will provide appropriate variance analyses. (See 10.2.6.3.2.4 below.)

10.2.2.6.5 Column (6) and Column (11) - Variance - Cost. For the time period indicated, these columns reflect the difference between BCWP and ACWP. For the current period, Column (6) (cost variance) is derived by subtracting Column (4) (ACWP) from Column (3) (BCWP). For cumulative to date, Column (11) (cost variance) is derived by subtracting Column (9) (ACWP) from Column (8) (BCWP). A positive figure indicates a favorable variance. A negative figure (indicated by parentheses) indicates an unfavorable variance. Significant variances as specified in the contract will be fully explained in Format 5. If the contract does not specify variance analysis thresholds, the contractor will provide appropriate variance analyses. (See 10.2.6.3.2.4 below.)

10.2.2.6.6 Column (12) Reprogramming Adjustments - Cost Variance. Formal reprogramming (Over Target Baseline) results in budget allocations in excess of the Contract Budget Base and, in some instances, adjustments to previously reported variances. If previously reported variances are being adjusted, the adjustment applicable to each reporting line item affected will be entered in Column (12). The total of Column (12) will equal the amount shown on the Variance Adjustment line (Block 9.a) in Column (11).

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10.2.2.6.7.1 Formal Reprogramming Reporting. Columns (12) and (13) are intended for use only in situations involving formal reprogramming (Over Target Baseline). Internal replanning actions within the Contract Budget Base do not require entries in these columns. Where contractors are submitting CPR data directly from automated systems, the addition of Columns (12) and (13) as shown may not be practical due to computer reprogramming problems or space limitations. In such cases, the information may be provided on a separate sheet and attached as Format 1a to each subsequent report. Contractors will not be required to abandon or modify existing automated reporting systems to include Columns (12) and (13) if significant costs will be associated with such change. Nor will contractors be required to prepare the report manually solely to include this information.

10.2.2.6.7.2. Formal Reprogramming Timeliness. Formal reprogramming (Over Target Baseline) can be a significant undertaking that may require more than a month to implement. To preclude a disruption of management visibility caused by a reporting hiatus, the contractor should implement the formal reprogramming expeditiously. If a reporting hiatus is needed, the contractor and the Government will agree on the date and duration of the hiatus before the formal reprogramming is initiated.

10.2.2.6.8 Column (14) - At Completion - Budgeted. Enter the budgeted cost at completion for the items listed in Column (1). This entry will consist of the sum of the original budgets plus or minus budget changes resulting from contract changes, internal replanning, and application of management reserves. The total (Block 8.g) will equal the Total Allocated Budget shown in Block 5.f on Format 3.

10.2.2.6.9 Column (15) - At Completion - Estimated. Enter the latest revised estimate of cost at completion including estimated overrun/underrun for all authorized work. If the subtotal (Block 8.e) does not agree with the most likely management estimate at completion (Block 6.c.1), the difference will be explained in Format 5. (See 10.2.2.2.3 above.)

10.2.2.6.10 Column (16) - At Completion - Variance. Enter the difference between the Budgeted - At Completion (Column (14)) and the Estimated - At Completion (Column (15)) by subtracting Column (15) from Column (14). A negative figure (indicated by parentheses) reflects an unfavorable variance. Significant variances as specified in the contract will be fully explained in Format 5. If the contract does not specify variance analysis thresholds, the contractor will provide appropriate variance analyses. (See 10.2.6.3.2.4 below.)

### 10.2.3 Format 2 - Organizational Categories.

#### 10.2.3.1 Performance Data.

10.2.3.1.1 Column (1) - Organizational Category. In Block 5.a list the

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10.2.3.1.2 Cost of Money. Enter in Columns (2) through (16) of Block 5.b the Facilities Capital Cost of Money applicable to the contract.

10.2.3.1.3 General and Administrative. Enter in Columns (2) through (16) of Block 5.c the appropriate G&A costs. (See 10.2.2.4.3 above.)

10.2.3.1.4 Undistributed Budget. Enter in Column (14) of Block 5.d the budget applicable to contract effort which cannot be planned in sufficient detail to be assigned to a responsible organizational area at the reporting level. The amount shown on this format may exceed the amount shown as undistributed budget on Format 1 if budget is identified to a task at or below the WBS reporting level but organizational identification has not been made; or may be less than the amount on Format 1 where budgets have been assigned to organizations but not to WBS elements. Enter in Column (15) of Block 5.d the estimate at completion for the scope of work represented by the undistributed budget in Column (14) of Block 5.d. Enter in Column (16) of Block 5.d the variance, if any, and fully explain it in Format 5. (See 10.2.2.4.4 above.)

10.2.3.1.5 Subtotal (Performance Measurement Baseline). Enter the sum of the direct, indirect, Cost of Money, and G&A costs and budgets in Columns (2) through (16) of Block 5.a through e. (See 10.2.2.4.5 above.)

10.2.3.1.6 Management Reserve. In Column (14) of Block 5.f enter the amount of budget identified as management reserve. The Management Reserve entry will agree with the amounts shown in Format 1 and 3. (See 10.2.2.4.6 above.)

10.2.3.1.7 Total. Enter the sum of all direct, indirect, Cost of Money, and G&A costs and budgets, undistributed budgets and management reserves, if applicable, in Columns (2) through (14) of Block 5.g. The totals on this page will equal the Total line on Format 1. The total of Column (14) will equal the Total Allocated Budget shown in Block 5.f on Format 3.

10.2.3.2 Columns (2) Through (16). The instructions applicable to these columns are the same as the instructions for corresponding columns on Format 1. (See 10.2.2.6 and 10.2.2.6.1 through 10.2.2.6.10 above.)

10.2.4 Format 3 - Baseline.

10.2.4.1 Contract Data.

10.2.4.1.1 Original Negotiated Cost. Enter in Block 5.a the dollar value (excluding fee or profit) negotiated in the original contract. For a cost plus fixed fee or award fee contract, enter the estimated cost negotiated. For an incentive contract, enter the definitized contract target cost.

10.2.4.1.2 Negotiated Contract Changes. Enter in Block 5.b the cumulative cost (excluding fee or profit) applicable to definitized contract changes

10.2.4.1.5 Contract Budget Base. Enter in Block 5.e the sum of Blocks 5.c and 5.d.

10.2.4.1.6 Total Allocated Budget. Enter in Block 5.f the sum of all budgets allocated to the performance of the contractual effort. The amount shown will include all management reserves and undistributed budgets. This amount will be the same as that shown on the Total line in Column (14) on Format 1 (Block 8.g) and Format 2 (Block 5.g).

10.2.4.1.7 Difference. Enter in Block 5.g the difference between Blocks 5.e and 5.f. In most cases, the amounts shown in Blocks 5.e and 5.f will be identical. If the amount shown in Blocks 5.f exceeds that shown in Block 5.e, it usually is an indication of a formal reprogramming (Over Target Baseline). The difference should be explained in Format 5 at the time the negative value appears and subsequently for any change in the value.

10.2.4.1.8 Contract Start Date. Enter in Block 5.h the date the contractor was authorized to start work on the contract, regardless of the date of contract definitization. (Long lead procurement efforts authorized under prior contracts are not to be considered.)

10.2.4.1.9 Contract Definitization Date. Enter in Block 5.i the date the contract was definitized.

10.2.4.1.10 Planned Completion Date. Enter in Block 5.j the completion date to which the budgets allocated in the Performance Measurement Baseline have been planned. This date should represent the planned completion of all significant effort on the contract. The cost associated with the schedule from which this date is taken is the Total Allocated Budget (Block 5.f of Format 3).

10.2.4.1.10.1 Performance Measurement Schedule Inconsistent With Contractual Schedule. In exceptional cases, the contractor may determine that the existing contract schedule cannot be achieved and no longer represents a reasonable basis for management control. With Government approval, the contractor may rephrase its performance measurement schedule to new dates which exceed the contractual milestones, a condition known as "Over Target Schedule." These new dates are for performance measurement purposes only and do not represent an agreement to modify the contract terms and conditions. The Government and the contractor will agree on the new performance measurement schedule prior to reporting it in the Cost Performance Report. The contractor should provide pertinent information in Format 5 on any schedule milestones that are inconsistent with contractual milestones, beginning the month the schedule is implemented and each month thereafter.

10.2.4.1.10.2 Indicators of a Performance Measurement Schedule Inconsistent With the Contractual Schedule. Formal reprogramming or internal replanning

modification. The cost associated with the schedule from which this date is taken is the Contract Budget Base (Block 5.e of Format 3).

10.2.4.1.12 Estimated Completion Date. Enter the contractor's latest revised estimated completion date. This date should represent the estimated completion of all significant effort on the contract. The cost associated with the schedule from which this date is taken is the most likely management estimate at completion (Block 6.c.1 of Format 1).

10.2.4.2 Column (1) - Item.

10.2.4.2.1 Performance Measurement Baseline (Beginning of Period). Enter in Block 6.a the time-phased Performance Measurement Baseline (PMB) (including G&A) which existed at the beginning of the current reporting period. Most of the entries on this line are taken directly from the PMB (End of Period) line on the previous report. For example, the number in Column (4) on the PMB (End of Period) line from last month's report becomes the number in Column (3) on the PMB (Beginning of Period) line on this report. The number in Column (5) (end of period) last report becomes Column (4) (beginning of period) on this report, etc. This rule pertains through Column (9) where the time increments change from monthly to some other periods of time. At this point, a portion of Column (10) (end of period) would go into Column (9) (beginning of period) and the remainder of Column (10) (end of period) would go into Column (10) (beginning of period). Columns (11) through (16) simply move directly up to the (beginning of period) line without changing columns.

10.2.4.2.2 Baseline Changes. List by number in Block 6.b, the contract changes and supplemental agreements authorized during the reporting period. All authorized baseline changes should be listed whether priced or unpriced. The amount of management reserve applied during the period should also be listed.

10.2.4.2.3 Performance Measurement Baseline (End of Period). Enter in Block 6.c the time-phased PMB as it exists at the end of the reporting period. The difference between this line and the PMB (Beginning of Period) should represent the effects of the authorized changes and allocations of management reserves made during the period. Significant differences should be explained in Format 5 in terms of reasons for necessary changes to time-phasing due to internal replanning or formal reprogramming, and reasons for the application of management reserve.

10.2.4.2.4 Management Reserve. Enter in Block 7 the total amount of management reserve remaining as of the end of the reporting period. This figure will agree with the amounts shown as management reserve in Formats 1 and 2.

10.2.4.2.5 Total. Enter in Column (16) of Block 8 the sum of Column (16) of Block 6.c (PMB (End of Period)) and Column (16) of Block 7 (Management

10.2.4.4 Column (3) - BCWS For Report Period. On the PMB (Beginning of Period) line (Block 6.a), enter the BCWS planned for the reporting period. This should be the number in Column (4) on the PMB (End of Period) line (Block 6.c) on the preceding month's report.

10.2.4.5 Columns (4) Through (14). Enter the names of the next six months in the headings of Columns (4) through (9) of Block 6, and the names of the appropriate periods in the headings of Columns (10) through (14). In the PMB (Beginning of Period) line (Block 6.a), enter the BCWS projection reported in the previous CPR as PMB (End of Period) (Block 6.c). In the PMB (End of Period) line (Block 6.c) of this report, enter the projected BCWS (by month for six months and by periodic increments thereafter, or as negotiated with the procuring activity) for the remainder of the contract. The time-phasing of each item listed in Column (1) of Block 6.b need not be shown in Columns (4) through (14).

10.2.4.6 Column (15) - Undistributed Budget. On the PMB (Beginning of Period) line (Block 6.a), enter the number from Column (15) on the PMB (End of Period) line (Block 6.c) from the preceding report. On the PMB (End of Period) line, enter the undistributed budget shown in Column (14) of Block 8.d on Format 1 of this report.

10.2.4.7 Column (16) - Total Budget. On the PMB (Beginning of Period) line (Block 6.a) enter the number from Column (16) on the PMB (End of Period) line (Block 6.c) from the preceding report. In the section where baseline changes that occurred during the period are listed (Column (1) of Block 6.b), enter the amount of each of the changes listed. On the PMB (End of Period) line (Block 6.c), enter the sum of the amounts in the preceding columns on this line. On the Management Reserve line (Block 7), enter the amount of management reserve available at the end of the period. On the Total line (Block 8) enter the sum of the amounts in this column on the PMB (End of Period) line and the Management Reserve line. (This should equal the amount in Block 5.f on this format and also the amount of the Total line in Column (14), Block 8.g, of Format 1.)

#### 10.2.5 Format 4 - Staffing.

10.2.5.1 Performance Data. For those organizational categories shown in Column (1) of Block 5, equivalent months will be indicated for the current reporting period, cumulative through the current period, and forecast to completion. Direct equivalent months will be shown for each organizational category for the contract. An equivalent month is defined as the effort equal to that of one person for one month. Figures should be reported in whole numbers. (Partial months, .5 and above, will be rounded to 1; below .5 to 0.) When the Government and the contractor agree, staffing may be reported in equivalent days or hours.

10.2.5.2 Column (2) - Actual - Current Period. Enter the actual equivalent months incurred during the current reporting period.

10.2.5.3 Column (3) - Actual End of Current Period (Cum). Enter the actual equivalent months incurred to date (cumulative) as of the end of the report period.

10.2.5.4 Columns (4) Through (14) - Forecast (Non Cumulative). Enter a staffing forecast by month for a six-month period following the current period and by periodic increment thereafter, as negotiated with the procuring activity (see 7.6.4 above). The forecast will be updated at least quarterly unless a major revision to the plan or schedule has taken place, in which case forecasts will be changed for all periods involved in the report submitted at the end of the month in which the change occurred.

10.2.5.5 Column (15) - Forecast at Completion. Enter the estimate of equivalent months necessary for the total contract in Column (15) by organizational category. This estimate should be consistent with the most likely management estimate at completion shown in Block 6.c.1 of Format 1. Any significant change in the total number of equivalent months at completion of the contract (i.e., Column (15) Total) should be explained in Format 5.

10.2.6 Format 5 - Explanations and Problem Analyses.

10.2.6.1 General. Format 5, Explanations and Problem Analyses, is a narrative report prepared to supplement the other CPR formats. Format 5 will normally address 1) contractually required cost, schedule and estimate at completion variance analyses, 2) management reserve changes and usage, 3) undistributed budget contents, 4) differences between the best case, worst case, and most likely management estimate at completion, if any, 5) the difference between the most likely management estimate at completion and the estimate in Block 8.e of Column (15), if any, 6) significant differences between beginning of period PMB timephasing and end of period PMB timephasing in Format 3, 7) performance measurement milestones that are inconsistent with contractual milestones (Over Target Schedule), 8) formal reprogramming (Over Target Baseline) implementation details, and 9) significant staffing estimate changes in Format 4. However, any topic relevant to contract cost, schedule or technical performance can be addressed in this format.

10.2.6.2 Total Contract. Provide a summary analysis, identifying significant problems affecting performance. Indicate corrective actions required, including Government action where applicable. Significant changes since the previous report should be highlighted. Discuss any other issues affecting successful attainment of contract cost, schedule or technical objectives which the contractor deems significant or noteworthy. This section should be brief, normally one page.

10.2.6.3 Cost and Schedule Variances. Explain all variances which exceed

refer to a prior CPR's variance analysis explanations if the explanation for the current CPR's variance has not changed significantly.

10.2.6.3.1 Setting Variance Analysis Thresholds. The Government should require the minimum amount of variance analysis in Format 5 which satisfies its management information needs. Excessive variance analysis is burdensome and costly, and detracts from the CPR's usefulness, while too little information is equally undesirable. The contract should include a provision to review cost and schedule variance analysis thresholds periodically, normally semiannually, to determine if they continue to meet the Government's information needs. If they do not, the thresholds should be changed at no cost to the Government.

10.2.6.3.2 Identifying Significant Variances. There is no prescribed basis for identifying which cost and schedule variances are to be explained in Format 5. The Government may specify any one of several ways to identify such variances, including, but not limited to the following:

10.2.6.3.2.1 Fixed Number of Variances. Specify a number of significant variances. These variances can be either current month, cumulative, or at-completion. Any number of significant variances may be selected, but the Government should be careful to select only the number that it feels are necessary.

10.2.6.3.2.2 Percentage or Dollar Thresholds. Select variances based on percentage or dollar thresholds. Significant schedule variances are identified based on their size or percentage to Budgeted Cost for Work Scheduled, and significant cost variances are identified based on their size or percentage to Budgeted Cost for Work Performed. For example, all current month, cumulative or at-completion variances greater than 10% or \$500K may be selected for analysis. This method usually results in a larger number of variances requiring reporting. Consequently, the thresholds should be reviewed periodically to ensure they continue to provide a reasonable amount of useful information.

10.2.6.3.2.3 Specific Variances. Select variances for analysis only after reviewing Formats 1 or 2. Under this method, the CPR is delivered promptly after the contractor's accounting period ends with all required information in Formats 1 through 5 except variance analyses. Once the Government has reviewed this performance data, it selects specific variances for analysis. This method may be the most efficient in that the Government can pinpoint areas to be analyzed. It is also the most flexible because there may be some months where a review of the performance data yields few or no variance analysis candidates. However, this method should only be used if the Government is certain it has sufficient resources to review the CPR early and select variances each month.

10.2.6.3.2.4 No Variance Analysis Thresholds Specified. If the contract



10.2.6.4.1. Management Estimate at Completion. If the best or worst case management estimates at completion differ from the most likely estimate, the contractor must provide a brief explanation of the difference. Also, if the most likely management estimate at completion differs from the total entered in Column 15 of Format 1 or 2, the contractor must explain the difference. The explanations should focus on such areas as differences in underlying assumptions; a knowledgeable, realistic risk assessment; projected use of management reserve; estimate for undistributed budget; and higher management knowledge of current or future contract conditions.

10.2.6.4.2 Undistributed Budget. Identify the effort to which the undistributed budget applies. Also, explain any variance between the undistributed budget and the estimate for undistributed budget in Formats 1 and 2.

10.2.6.4.3 Management Reserve Changes. Identify the sources and uses of management reserve changes during the reporting period. For management reserve uses, identify the WBS and organizational elements to which applied, and the reasons for application.

10.2.6.4.4 Baseline Changes. Explain reasons for significant shifts in time-phasing of the PMB shown on Format 3.

10.2.6.4.5 Staffing Level Changes. Explain significant changes in the total staffing estimate at completion shown on Format 4. Also, explain reasons for significant shifts in time-phasing of planned staffing.

10.2.6.5 Formal Reprogramming (Over Target Baseline). If the difference shown in Block 5.g on Format 3 becomes a negative value or changes in value, provide information on the following:

10.2.6.5.1 Authorization. Procuring activity authorization for the baseline change which resulted in negative value or change.

10.2.6.5.2 Reason. A discussion of the reason(s) for the change.

10.2.6.5.3 CPR Reporting. A discussion of how the change affected CPR reporting (i.e., amount allocated to management reserve, adjustments to cost or schedule variances, etc.).

10.2.6.5.4 Schedule. Indicate whether the contract schedule was retained for performance measurement or was replaced with a schedule that exceeds the contractual schedule (Over Target Schedule).

10.2.6.6 Over Target Schedule. If a performance measurement schedule exceeding the contractual schedule (Over Target Schedule) has been implemented, provide a discussion of the pertinent information, such as authorization, reasons and significant dates.

CLASSIFICATION (When filled in)

# **COST PERFORMANCE REPORT FORMAT 1 - WORK BREAKDOWN STRUCTURE**

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|                                                |                    |                                        |                       |                           |                    |                         |                               |
|------------------------------------------------|--------------------|----------------------------------------|-----------------------|---------------------------|--------------------|-------------------------|-------------------------------|
| <b>1. CONTRACTOR</b>                           |                    | <b>2. CONTRACT</b>                     |                       | <b>3. PROGRAM</b>         |                    | <b>4. REPORT PERIOD</b> |                               |
| a. NAME                                        |                    | a. NAME                                |                       | a. NAME                   |                    | a. FROM (YYYYMMDD)      |                               |
| b. LOCATION (Address and ZIP Code)             |                    | b. NUMBER                              |                       | b. PHASE (X one)          |                    | b. TO (YYYYMMDD)        |                               |
| c. TYPE                                        |                    | d. SHARE RATIO                         |                       | ROT&E                     |                    | PRODUCTION              |                               |
| <b>5. CONTRACT DATA</b>                        |                    |                                        |                       |                           |                    |                         |                               |
| a. QUANTITY                                    | b. NEGOTIATED COST | c. EST. COST AUTHOR-IZED UNPRICED WORK | d. TARGET PROFIT/ FEE | e. TARGET PRICE           | f. ESTIMATED PRICE | g. CONTRACT CEILING     | h. ESTIMATED CONTRACT CEILING |
| <b>6. ESTIMATED COST AT COMPLETION</b>         |                    |                                        |                       |                           |                    |                         |                               |
| MANAGEMENT ESTIMATE AT COMPLETION (1)          |                    | CONTRACT BUDGET BASE (2)               |                       | VARIANCE (3)              |                    |                         |                               |
| a. BEST CASE                                   |                    |                                        |                       |                           |                    |                         |                               |
| b. WORST CASE                                  |                    |                                        |                       |                           |                    |                         |                               |
| c. MOST LIKELY                                 |                    |                                        |                       |                           |                    |                         |                               |
| <b>7. AUTHORIZED CONTRACTOR REPRESENTATIVE</b> |                    |                                        |                       |                           |                    |                         |                               |
| a. NAME (Last, First, Middle Initial)          |                    |                                        |                       | b. TITLE                  |                    |                         |                               |
| c. SIGNATURE                                   |                    |                                        |                       | d. DATE SIGNED (YYYYMMDD) |                    |                         |                               |
| <b>8. PERFORMANCE DATA</b>                     |                    |                                        |                       |                           |                    |                         |                               |

| ITEM<br><br>(1)                                      | CURRENT PERIOD               |                              |                              |                              | CUMULATIVE TO DATE |                              |                              |                              | REPROGRAMMING ADJUSTMENTS  |           |                    | AT COMPLETION |               |                |               |
|------------------------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------|------------------------------|------------------------------|------------------------------|----------------------------|-----------|--------------------|---------------|---------------|----------------|---------------|
|                                                      | BUDGETED COST                |                              | ACTUAL COST WORK PERFORMED   |                              | VARIANCE           |                              | BUDGETED COST                |                              | ACTUAL COST WORK PERFORMED |           | VARIANCE           |               | BUDGETED (14) | ESTIMATED (15) | VARIANCE (16) |
|                                                      | WORK SCHEDULED PERFORMED (2) | WORK SCHEDULED PERFORMED (3) | WORK SCHEDULED PERFORMED (4) | WORK SCHEDULED PERFORMED (5) | COST (6)           | WORK SCHEDULED PERFORMED (7) | WORK SCHEDULED PERFORMED (8) | WORK SCHEDULED PERFORMED (9) | SCHEDULE (10)              | COST (11) | COST VARIANCE (12) | BUDGET (13)   |               |                |               |
| a. WORK BREAKDOWN STRUCTURE ELEMENT                  |                              |                              |                              |                              |                    |                              |                              |                              |                            |           |                    |               |               |                |               |
| b. COST OF MONEY                                     |                              |                              |                              |                              |                    |                              |                              |                              |                            |           |                    |               |               |                |               |
| c. GENERAL & ADMINISTRATIVE                          |                              |                              |                              |                              |                    |                              |                              |                              |                            |           |                    |               |               |                |               |
| d. UNDISTRIBUTED BUDGET                              |                              |                              |                              |                              |                    |                              |                              |                              |                            |           |                    |               |               |                |               |
| e. SUBTOTAL (Performance Measurement Baseline)       |                              |                              |                              |                              |                    |                              |                              |                              |                            |           |                    |               |               |                |               |
| f. MANAGEMENT RESERVE                                |                              |                              |                              |                              |                    |                              |                              |                              |                            |           |                    |               |               |                |               |
| g. TOTAL                                             |                              |                              |                              |                              |                    |                              |                              |                              |                            |           |                    |               |               |                |               |
| 9. RECONCILIATION TO CONTRACT BUDGET BASE            |                              |                              |                              |                              |                    |                              |                              |                              |                            |           |                    |               |               |                |               |
| a. VARIANCE ADJUSTMENT                               |                              |                              |                              |                              |                    |                              |                              |                              |                            |           |                    |               |               |                |               |
| b. TOTAL CONTRACT VARIANCE                           |                              |                              |                              |                              |                    |                              |                              |                              |                            |           |                    |               |               |                |               |
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| LOCAL PRODUCTION AUTHORIZED                          |                              |                              |                              |                              |                    |                              |                              |                              |                            |           |                    |               |               |                |               |

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COST PERFORMANCE REPORT  
FORMAT 2 - ORGANIZATIONAL CATEGORIES

DOLLARS IN

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## 1. CONTRACTOR

a. NAME

## 2. CONTRACT

a. NAME

## 3. PROGRAM

a. NAME

## 4. REPORT PERIOD

a. FROM (YYYYMMDD)

b. LOCATION (Address and ZIP Code)

b. NUMBER

c. TYPE

d. SHARE RATIO

b. PHASE (X one)

RDT&amp;E

PRODUCTION

b. TO (YYYYMMDD)

## 5. PERFORMANCE DATA

| ITEM<br><br>(1)                                   | CURRENT PERIOD           |                          |                                  |                 |             |                          | CUMULATIVE TO DATE       |                                  |                  |              |          |  | REPROGRAMMING<br>ADJUSTMENTS |                |                  | AT COMPLETION     |                  |  |
|---------------------------------------------------|--------------------------|--------------------------|----------------------------------|-----------------|-------------|--------------------------|--------------------------|----------------------------------|------------------|--------------|----------|--|------------------------------|----------------|------------------|-------------------|------------------|--|
|                                                   | BUDGETED COST            |                          | ACTUAL                           |                 | VARIANCE    |                          | BUDGETED COST            |                                  | ACTUAL           |              | VARIANCE |  | COST<br>VARIANCE<br>(12)     | BUDGET<br>(13) | BUDGETED<br>(14) | ESTIMATED<br>(15) | VARIANCE<br>(16) |  |
|                                                   | WORK<br>SCHEDULED<br>(2) | WORK<br>PERFORMED<br>(3) | COST<br>WORK<br>PERFORMED<br>(4) | SCHEDULE<br>(5) | COST<br>(6) | WORK<br>SCHEDULED<br>(7) | WORK<br>PERFORMED<br>(8) | COST<br>WORK<br>PERFORMED<br>(9) | SCHEDULE<br>(10) | COST<br>(11) |          |  |                              |                |                  |                   |                  |  |
| a. ORGANIZATIONAL CATEGORY                        |                          |                          |                                  |                 |             |                          |                          |                                  |                  |              |          |  |                              |                |                  |                   |                  |  |
| b. COST OF MONEY                                  |                          |                          |                                  |                 |             |                          |                          |                                  |                  |              |          |  |                              |                |                  |                   |                  |  |
| c. GENERAL & ADMINISTRATIVE                       |                          |                          |                                  |                 |             |                          |                          |                                  |                  |              |          |  |                              |                |                  |                   |                  |  |
| d. UNDISTRIBUTED BUDGET                           |                          |                          |                                  |                 |             |                          |                          |                                  |                  |              |          |  |                              |                |                  |                   |                  |  |
| e. SUBTOTAL (Performance<br>Measurement Baseline) |                          |                          |                                  |                 |             |                          |                          |                                  |                  |              |          |  |                              |                |                  |                   |                  |  |
| f. MANAGEMENT RESERVE                             |                          |                          |                                  |                 |             |                          |                          |                                  |                  |              |          |  |                              |                |                  |                   |                  |  |
| g. TOTAL                                          |                          |                          |                                  |                 |             |                          |                          |                                  |                  |              |          |  |                              |                |                  |                   |                  |  |

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COST PERFORMANCE REPORT  
FORMAT 3 - BASELINE

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|                                                           |                             |                                            |                                                          |                                       |     |                                               |     |     |                            |                   |
|-----------------------------------------------------------|-----------------------------|--------------------------------------------|----------------------------------------------------------|---------------------------------------|-----|-----------------------------------------------|-----|-----|----------------------------|-------------------|
| 1. CONTRACTOR                                             |                             | 2. CONTRACT                                |                                                          | 3. PROGRAM                            |     | 4. REPORT PERIOD                              |     |     |                            |                   |
| a. NAME                                                   |                             | a. NAME                                    |                                                          | a. NAME                               |     | a. FROM (YYYYMMDD)                            |     |     |                            |                   |
| b. LOCATION (Address and ZIP Code)                        |                             | b. NUMBER                                  |                                                          | b. TYPE                               |     | b. TO (YYYYMMDD)                              |     |     |                            |                   |
| 5. CONTRACT DATA                                          |                             | d. SHARE RATIO                             |                                                          | b. PHASE (X one)                      |     | PRODUCTION                                    |     |     |                            |                   |
| a. ORIGINAL NEGOTIATED COST                               |                             | b. NEGOTIATED CONTRACT CHANGES             |                                                          | c. CURRENT NEGOTIATED COST (a. + b.)  |     | d. ESTIMATED COST OF AUTHORIZED UNPRICED WORK |     |     |                            |                   |
| e. CONTRACT BUDGET BASE (c. + d.)                         |                             | f. TOTAL ALLOCATED BUDGET                  |                                                          | g. DIFFERENCE (e. - f.)               |     |                                               |     |     |                            |                   |
| h. CONTRACT START DATE (YYYYMMDD)                         |                             | i. CONTRACT DEFINITIZATION DATE (YYYYMMDD) |                                                          | j. PLANNED COMPLETION DATE (YYYYMMDD) |     | k. CONTRACT COMPLETION DATE (YYYYMMDD)        |     |     |                            |                   |
| l. ESTIMATED COMPLETION DATE (YYYYMMDD)                   |                             |                                            |                                                          |                                       |     |                                               |     |     |                            |                   |
| 6. PERFORMANCE DATA                                       |                             |                                            |                                                          |                                       |     |                                               |     |     |                            |                   |
| ITEM                                                      | BCWS CUMULATIVE TO DATE (2) | BCWS FOR REPORT PERIOD (3)                 | BUDGETED COST FOR WORK SCHEDULED (BCWS) (Non-Cumulative) |                                       |     |                                               |     |     | UNDIS-TRIBUTED BUDGET (15) | TOTAL BUDGET (16) |
|                                                           |                             |                                            | ENTER SPECIFIED PERIODS                                  |                                       |     |                                               |     |     |                            |                   |
| (1)                                                       |                             |                                            | + 1                                                      | + 2                                   | + 3 | + 4                                           | + 5 | + 6 |                            |                   |
| a. PERFORMANCE MEASUREMENT BASELINE (Beginning of Period) |                             |                                            | (4)                                                      | (5)                                   | (6) | (7)                                           | (8) | (9) | (10)                       | (11)              |
| b. BASELINE CHANGES AUTHORIZED DURING REPORT PERIOD       |                             |                                            |                                                          |                                       |     |                                               |     |     |                            |                   |
| c. PERFORMANCE MEASUREMENT BASELINE (End of Period)       |                             |                                            |                                                          |                                       |     |                                               |     |     |                            |                   |
| 7. MANAGEMENT RESERVE                                     |                             |                                            |                                                          |                                       |     |                                               |     |     |                            |                   |
| 8. TOTAL                                                  |                             |                                            |                                                          |                                       |     |                                               |     |     |                            |                   |

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**COST PERFORMANCE REPORT  
FORMAT 4 - STAFFING**

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**CONTRACTUAL REQUIREMENTS:**

OMB No. 0704-0188

|                                    |  |             |  |                |  |                                                                                   |  |
|------------------------------------|--|-------------|--|----------------|--|-----------------------------------------------------------------------------------|--|
| 1. CONTRACTOR                      |  | 2. CONTRACT |  | 3. PROGRAM     |  | 4. REPORT PERIOD                                                                  |  |
| a. NAME                            |  | a. NAME     |  | a. NAME        |  | a. FROM (YYYYMMDD)                                                                |  |
| b. LOCATION (Address and ZIP Code) |  | b. NUMBER   |  |                |  | b. TO (YYYYMMDD)                                                                  |  |
|                                    |  | c. TYPE     |  | d. SHARE RATIO |  | b. PHASE (X one)                                                                  |  |
|                                    |  |             |  |                |  | <div> <div>PRODUCTION</div> <div> <div>RD T&amp;E</div> <div></div> </div> </div> |  |

[illegible]

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**CLASSIFICATION (When filled in)**

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**COST PERFORMANCE REPORT  
FORMAT 5 - EXPLANATIONS AND PROBLEM ANALYSES**

Form Approved

OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 36 0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision that may apply, it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. SUBMIT COMPLETED FORMS IN ACCORDANCE WITH CONTRACTUAL REQUIREMENTS.

**1. CONTRACTOR**

a. NAME

**2. CONTRACT**

a. NAME

b. LOCATION (Address and ZIP Code)

b. NUMBER

c. TYPE

d. SHARE RATIO

b. PHASE (X one)

RDT&E

PRODUCTION

**3. PROGRAM**

a. NAME

**4. REPORT PERIOD**

a. FROM (YYYYMMDD)

b. TO (YYYYMMDD)

**5. EVALUATION**

CLASSIFICATION (When filled in)



## Data Item Description

**Title:** Metrics Management Plan

**Number:** DI-AP-NSGI-A011

**Approval Date:**

**NIMA Office Responsible:**

**Use/relationship:** The Metrics Management Plan shall include those metrics that the prime contractor, subcontractor and/or teammates normally track and are significant to the successful management of the contract. The Plan shall be submitted to the government to determine the adequacy of purpose and provide the government an opportunity to direct changes and/or additions as necessary. The plan shall describe the method for collecting and integrating subcontractors and/or teammates data. Based on the approved Metrics Management Plan, the contractor shall be update and maintain all metrics and provide access to the metrics data by the Government via the contractor's Integrated Digital Environment (IDE).

Metrics shall be reported referencing the government provided Contractor Work Breakdown Structure level, or lower levels, that provide insight necessary for evaluation. There shall be a heavy focus on software metrics to include lines of code by configuration item, by language, and separated into new, modified, and reused categories. Lines of code for glue and interface code shall also be addressed. If code counts are not used, the plan should contain an equivalent level of detailed metrics in accordance with a CMM or CMMI organization evaluated at level 3 or greater. Metrics for system engineering, integration, test, and product defects shall also be included in the plan.

The contractor's report format shall include the baseline, actual, and expected metrics and an explanation of deviations from the baseline.

**Proposed Data Item Description (DID):** One-time DID – Metrics Management Plan

**Requirements:**

1. Format: Contractor format acceptable.
2. Content: To be proposed by the contractor.

End DID DI-AP-NSGI-A011



## Cost Funds Status Report (CFSR)

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                  |  |                                                |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------|--|------------------------------------------------|--|
| A. CONTRACT LINE ITEM NO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | B. EXHIBIT                                                       |  | C. CATEGORY:<br>TDP _____ TM _____ OTHER _____ |  |
| D. SYSTEM/ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | E. CONTRACT/PR NO.                                               |  | F. CONTRACTOR                                  |  |
| 1. DATA ITEM NO.<br><br>A012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | 2. TITLE OF DATA ITEM<br><br>CONTRACT FUNDS STATUS REPORT (CFSR) |  | 3. SUBTITLE                                    |  |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-MGMT-81468 (SEE ITEM 16)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | 5. CONTRACT REFERENCE<br>Sow Section 4.3                         |  | 6. REQUIRING OFFICE<br>NIMA/A                  |  |
| 7. DD 250 REQ NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | 9. DIST STATEMENT REQUIRED                                       |  | 10. FREQUENCY MONTHLY                          |  |
| 8. APP CODE NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | 11. AS OF DATE SEE ITEM 16                                       |  | 12. DATE OF FIRST SUBMISSION SEE ITEM 16       |  |
| 16. REMARKS<br>Item 4:<br><br>a. The CFSR elements shall be by appropriation. The contractor will reconcile the contractor work breakdown structure to the appropriation element.<br><br>b. The following attachment shall be provided with the CFSR from the prime contractor:<br><br>1) A narrative of forecasted work authorized for newly authorized and/or definitized scope [Section 11];<br><br>2) Forecasted Contract Work Authorized with fee reported separately for actual and forecasted expenditures [Sections 12-15];<br><br>3) A narrative explanation of changes from prior to current period;<br><br>4) A forecasted funds expiration date [by CLIN];<br><br>5) Fiscal year breakout of special termination liability and assumptions used for both Special and Standard [Other] termination liability;<br><br>6) Ground rules and assumptions used in the most recent Estimate-at-Completion (EAC) reported in the Cost Performance Report;<br><br>7) Fiscal year breakout of Management Reserve and Undistributed Budget<br><br>8) Reconciliation of invoices submitted to expenditures reported in both the Cost Performance Reports and the CFSRs; and<br><br>9) Outyear fiscal year breakouts within the contract period-of-performance that are reported in the "AT COMPLETION" column of the CFSR [Sections 12-15]. |  | 14. DISTRIBUTION<br>a. ADDRESSEE<br>NIMA/A (T. ANDERS)           |  | b. COPIES<br>draft reg repr<br>5               |  |
| 15. TOTAL ----->                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                  |  | 5                                              |  |
| PREPARED BY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | H. DATE                                                          |  | J. DATE                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                  |  |                                                |  |

## Cost Funds Status Report (CFSR)

Continuation DD Form 1423-1, JUN 90

Item 16 (continued):

Item 4 (continued):

c. All formats shall be delivered in electronic media. The American National Standards Institute (ANSI) X12 standards (transaction sets 839F), or XML, will be used for Electronic Data Interchange, and/or the NIMA/AM provided standardized MS Excel CFSR template.

d. All reports should be appropriately classified following the applicable NIMA classification guidance and delivered in a manner appropriate to the classification level.

Item 11: The CFSR shall be current as of the end of the prime contractor's monthly accounting period. Subcontractor and/or teammate data will be submitted for the same accounting period as the prime contractor's (e.g. the contractor's April accounting month-end data and the subcontractor's and/or teammate's April month-end data, regardless of when the subcontractor's and/or teammate's accounting month ends.)

Item 12: The First Submission shall be after the first full accounting period following Contract Award. The CFSR shall be submitted by the 15th calendar day of the month following the accounting month-end period. If the 15th occurs on a non-working day, the reports will be submitted the next business day.

Item 13: The Subsequent Submissions shall be by the 15th calendar day of the month following the accounting month-end period. If the 15th occurs on a non-working day, the reports will be submitted the next business day.

Item 14: Deliveries shall be 5 hardcopy and 3 CDs.

Cost Funds Status Report (CFSR)

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------|--------------------------|
| DATA ITEM DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                | Form Approved<br>OMB NO. 0704-0188        |                          |
| <p>Public reporting burden for this collection of information is estimated to average 110 hours response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                |                                           |                          |
| 1. TITLE<br>CONTRACT FUNDS STATUS REPORT (CFSR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                | 2. IDENTIFICATION NUMBER<br>DI-MGMT-81468 |                          |
| <p>3. DESCRIPTION/PURPOSE</p> <p>3.1 The Contract Funds Status Report (CFSR), DD Form 1586, Sample Format 1, is designed to supply funding data about defense contracts to Program Managers for: (a) updating and forecasting contract funds requirements, (b) planning and decision making on funding changes to contracts, (c) developing funds requirements and budget estimates in support of approved programs, (d) determining funds in excess of contract needs and available for deobligation, and (e) obtaining rough estimates of termination costs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |                                           |                          |
| 4. APPROVAL DATE (YYMMDD)<br>951019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)<br>OUSD (A&T) API/PM | 6a. DTIC APPLICABLE                       | 6b. GIDEP APPLICABLE     |
| <p>7. APPLICATION/INTERRELATIONSHIP</p> <p>7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.</p> <p>7.2 This DID may be used in conjunction with other ATC program control office DIDs, the Cost Performance Report DID, DI-MGMT-81466, and the Cost/Schedule Status Report DID, DI-MGMT-81467.</p> <p>7.3 <u>Contractual Application.</u> The CFSR is applicable to contracts over 6 months in duration. No specific application thresholds are established, but application to contracts of less than \$1,000,000 (constant fiscal year (FY) 1990 dollars) should be evaluated carefully to ensure only the minimum information necessary for effective management control is required. The CFSR will not be applied to firm fixed price contracts (as defined in FAR 16.202) unless unusual circumstances require specific funding visibility. CFSRs may be applied to unpriced portions of firm fixed price contracts that are estimated to be in excess of twenty (20) percent of the initial contract value. Only those parts of the CFSR essential to the management of each acquisition will be required. The DoD Program Manager will determine the need for contract funds information and apply only those portions of the CFSR deemed appropriate. To ensure that only minimum data is required over the life of the contract, provisions should be included in the contract to review reporting requirements at least annually and change them, if necessary, at no charge to the Government. (Continued on page 2)</p> |                                                                |                                           |                          |
| 8. APPROVAL LIMITATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                | 9a. APPLICABLE FORMS<br>DD Form 1586      | 9b. AMSC NUMBER<br>D7122 |

## Cost Funds Status Report (CFSR)

### 0. PREPARATION INSTRUCTIONS

0.1 Format. Contractor formats should be substituted whenever they contain all the required data elements at the specified reporting levels in a form suitable for DOD management.

0.2 Content. The CFSR shall contain the following information:

0.2.1 Item 1 - Contract Number. Enter the assigned contract number and the latest modification number on which contractual agreement has been reached.

0.2.2 Item 2 - Contract Type. Enter the type of contract as identified in FAR Part 16 e.g., Cost Plus Fixed Fee (CPFF), Fixed Price Incentive (FPI), etc.).

0.2.3 Item 3 - Contract Funding For. Enter the applicable type as follows:

Multi-Year Procurement (MYP)

Incrementally Funded Contract (INC)

Contract for a Single Year (SYC)

0.2.3.1 For FY. For contracts which are financed with funds appropriated in more than one fiscal year, a report is required for each fiscal year's funds where the separate year's funds in the contract are associated with specific quantities of hardware or services to be furnished. The fiscal year(s) being reported will be shown in this block and that year's share of the total target prices (initial and adjusted) will be shown in Items 9 and 10.  
Continued on page 3)

### 1. DISTRIBUTION STATEMENT

Distribution Statement A: Approved for public release; distribution is unlimited.

D Form 1664, APR 89

Previous editions are obsolete

Page 1 of 7

Block 7, Application/Interrelationship (Continued)

7.3.1 Level of Reporting. If a contract is funded with a single appropriation, a single line entry at the total contract level should be considered for CFSR reporting. Reporting by line item or WBS element will be limited to only those items or elements needed to support funds management requirements. A reduced level of reporting may be implemented on contracts (a) with a dollar value between \$250,000 and \$1,000,000 (constant FY 1990 dollars); (b) that are for time and material; or (c) for which only limited funding requirements information is needed.

7.3.2 Multiple Appropriations. Where two or more appropriation sources are used for funding a single contract, contractors will segregate funds data by appropriation accounting reference. The procuring agency will supply the appropriation numbers applicable to individual line items or WBS elements. If a single line item or WBS element is funded by more than one appropriation, methods for segregating and reporting such information will be negotiated and specified in the contract.

7.3.3 Electronic Data Interchange. The American National Standards Institute (ANSI) X12 standard (transaction set 839), or the United Nations Electronic Data Interchange For Commerce, Administration and Transport (EDIFACT) equivalent, will be used for EDI transmission.

7.4 Frequency and Submission. The CFSR will be a contractual requirement as set forth in the Contract Data Requirements List (CDRL) DD Form 1423. Unless otherwise provided in the contract, the CFSR will be prepared as of the end of each calendar quarter or contractor accounting period nearest the end of each quarter. The required number of copies of the CFSR will be forwarded within 25 calendar days after the "as of" date of the report, or as otherwise specified in the contract. In the event of exceptional circumstances which call for increased frequency in reporting, such frequency will not be more often than monthly and will be negotiated and specified in the contract.

7.5 Explanations of Terms.

7.5.1 Open Commitments. For this report, a commitment represents the estimated obligation of the contractor (excluding accrued expenditures) to vendors or subcontractors (based on the assumption that the contract will continue to completion).

7.5.2 Accrued Expenditures. For this report, include recorded or incurred costs as defined within the Allowable Cost, Fee and Payments Clause (FAR 52.216-7) for cost type contracts or the Progress Payments Clause (FAR 52.232-16) for fixed price type contracts, plus the estimated fee or profit earned. Such costs include:

7.5.2.1 Actual payments for services or items purchased directly for the contract.

7.5.2.2 Costs incurred, but not necessarily paid, for storeroom issues, direct labor, direct travel, direct other in-house costs and allocated indirect costs.

7.5.2.3 Progress payments made to subcontractors.

7.5.2.4 Pension costs provided they are paid at least quarterly.

7.5.3 Termination Costs. Although this report is prepared on the basis that the contract will continue to completion, it is necessary to report estimated termination cost by government fiscal year and generally by more frequent intervals on incrementally funded contracts. The frequency will be dependent on the funding need dates (i.e., quarterly) and should be compatible with the contract funding clauses, Limitation of Funds clause (cost type contracts) or Limitation of Obligation clause (fixed price type contracts). Termination costs include such items as loss of useful life of special tooling, special machinery and equipment; rental cost of unexpired leases; and settlement expenses. The definition of termination costs is included in FAR 31.205-42. In the event the Special Termination Costs clause (DFARS 252.249-7000) is authorized, then costs defined therein will be eliminated from the estimated termination costs.

7.6 The CFSR DID may be "tailored" in Block 16 of CDRL DD Form 1423. Tailoring is defined as deleting requirements from a DID. Requiring more information in the CFSR CDRL DD Form 1423 than specified in this DID is prohibited by DOD regulation. All negotiated reporting provisions will be specified in the contract's CDRL.

7.7 This DID supersedes DI-F-6004B.

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Block 10, Preparation Instructions (Continued)

10.2.4 Item 4 - Appropriation. Enter the appropriation name (i.e., Research, Development, Test and Evaluation, Aircraft Procurement, etc.) and DoD Component (i.e., Air Force, Navy, etc.) in this block.

10.2.5 Item 5 - Previous Report Date. Enter the cut-off date of the previous report. (Year, Month, Day)

10.2.6 Item 6 - Current Report Date. Enter the cut-off date applicable to this report. (Year, Month, Day)

10.2.7 Item 7 - Contractor. Enter the name, division (if applicable), and mailing address of the reporting contractor.

10.2.8 Item 8 - Program. Identify the program by name or enter the type, model and series or other military designation of the prime item or items purchased on the contract. If the contract is for services or a level-of-effort (i.e., research, flight test, etc.), the title of the service should be shown.

10.2.9 Item 9 - Initial Contract Price. Enter the dollar amounts for the initial negotiated contract target price (or estimated price for non-incentivized contracts) and contract ceiling price when appropriate. For contracts which are financed with funds appropriated in more than one fiscal year, only the share of the total initial target and ceiling associated with the fiscal year shown in Item 3 will be entered.

10.2.10 Item 10 - Adjusted Contract Price. Enter the dollar amounts for the adjusted contract target price (initial negotiated contract plus supplemental agreements) and adjusted contract ceiling price or estimated ceiling price where appropriate. For contracts which are financed with funds appropriated in more than one fiscal year, only the share of the total adjusted target and ceiling associated with the fiscal year shown in Item 3 will be entered.

10.2.11 Item 11 - Funding Information.

10.2.11.1 Column a. - Line Item/Work Breakdown Structure (WBS) Element. Enter the line item or WBS elements specified for CFSR coverage in the contract.

10.2.11.2 Column b. - Appropriation Identification. Enter the appropriation number supplied by the DoD Component for the contract or, if applicable, each line item or WBS element.

10.2.11.3 Column c. - Funding Authorized To Date. Enter dollar amounts of contract funding authorized under the contract from the beginning of the fiscal year(s) shown in Item 3 through the report date shown in Item 6.

10.2.11.4 Column d. - Accrued Expenditures Plus Open Commitments Total. For contract work authorized, enter the total of (a) the cumulative accrued expenditures incurred through the end of the reporting period, and (b) the open commitments on the "as of" date of the report. Enter the total applicable to funds for the fiscal year(s) covered by this report as shown in Item 3.

10.2.11.4.1 Separation of Open Commitments and Accrued Expenditures. On selected contracts, the separation of open commitments and accrued expenditures by line item or WBS element may be a negotiated requirement in the contract. Utilization of this provision should be held to the minimum essential to support information needs of the procuring agency. In the event this separation of data is not available in the contractor's accounting system or cannot be derived without significant effort, provision should be made to permit use of estimates. The procedures used by the contractor in developing estimates shall be explained in the Remarks section of the report.

10.2.11.4.2 Notice of Termination. When a Notice of Termination has been issued, potential termination liability costs will be entered in this column. They will be identified to the extent possible with the source of liability (prime or subcontract).

10.2.11.5 Column e. - Contract Work Authorized - Definitized. For the fiscal year(s) shown in Item 3, enter the estimated price for the authorized work on which contractual agreement has been reached, including profit/fee, incentive and cost sharing associated with projected over/underruns. Amounts for contract changes will not be included in this item unless they have been priced and incorporated in the contract through a supplemental agreement.

10.2.11.6 Column f. - Contract Work Authorized - Not Definitized. Enter the contractor's estimate of the funds requirements for performing required work (e.g., additional agreements or changes) for which firm contract prices have not yet been agreed to in writing by the parties to the contract. Report values only for items for which written orders have been received. For incentive type contracts, show total cost to the Government (recognizing contractor participation). Enter in the Remarks section a brief but complete explanation of the reason for the change in funds.

10.2.11.7 Column g. - Subtotal. Enter the total estimated price for all work authorized on the contract (Column e. plus Column f.).

10.2.11.8 Column h. - Forecast - Not Yet Authorized. Enter an estimate of funds requirements, including the estimated amount for fee or profit, for changes proposed by the Government or by the contractor, but not yet directed

by the contracting officer. In the Remarks section state each change document number and estimated value of each change.

10.2.11.9 Column i. - Forecast - All Other Work. Enter an estimate of funds requirements for additional work anticipated to be performed (not included in a firm proposal) which the contractor, based on his knowledge and experience, expects to submit to the Government within a reasonable period of time.

10.2.11.10 Column j. - Subtotal. Enter an estimate of total requirements for forecast funding (the sum of Column h. plus Column i.). Specific guidelines on what the contractor may include in the funding forecast section may be made a part of the contract.

10.2.11.11 Column k. - Total Requirements. Enter an estimate of total funds requirements for contract work authorized and forecast (the sum of Column g. plus Column j.).

10.2.11.12 Column l. - Funds Carryover. For incrementally funded contracts only, report the amount by which the prior federal fiscal year funding was in excess of the prior year's requirement. If there is no carryover, report zero. Specific instructions for the use of this item may be made a part of the contract.

10.2.11.13 Column m. - Net Funds Required. Enter an estimate of net funds required, subtracting funds carryover in Column l. from total requirements in Column k.

10.2.11.14 Column Totals. Totals should be provided for Columns c. through m. for all line items or WBS elements reported.

10.2.12 Item 12 - Contract Work Authorized (With Fee/Profit) - Actual Or Projected. Data entries will be as follows: In the first column, actuals cumulative to date; in all other columns except the last, projected cumulative amounts from the start of the contract to the end of the period indicated in the column heading; in the last column, the projected cumulative amounts from the start to the end of the contract or fiscal year being reported. When the contractor has developed a range of estimates at completion, the most likely estimate shall be used to develop the projected cumulative data in this item.

10.2.12.1 Column Headings. Columns 2 through 9 will be headed to indicate periods covering the life of the contract or fiscal year being reported and may be headed to show months, quarters, half years and/or fiscal years as prescribed by the procuring agency.

10.2.12.2 Data Composition. Projected data should include all planned obligations, anticipated accruals, anticipated over/under targets (total cost to the Government recognizing contractor participation), G&A, and fee/profit. For award fee contracts, the fee actually awarded will be included in Column 1, Actual to Date. The contractor shall describe in the Remarks section the amount, by period, and rationale for any award fee projections included in Columns 2 through 10.

10.2.12.3 Item 12.a. - Open Commitments. In the first column enter commitments open as of the date of the report. In subsequent columns enter the commitments projected to be open as of the end of each period indicated by the column headings. The amount entered will be the projected cumulative commitments less the planned cumulative expenditures as of the end of time period indicated. At the end of the contract, the amount will be zero.



10.2.12.4 Item 12.b. - Accrued Expenditures. In the first column enter actuals to date. In subsequent columns enter the projected cumulative accrued expenditures as of the end of each period indicated by the column headings.

10.2.12.5 Item 12.c. - Total (12.a. and 12.b.). In the columns provided, enter the total contract work authorized - actuals to date (Column 1) or projected (Columns 2 through 10). This total is the sum of open commitments and accrued expenditures projected through the periods indicated by the column headings. Significant changes in the amount or timephasing of this item shall be explained in the Remarks section.

10.2.13 Item 13 - Forecast Of Billings To The Government. In the first column enter the cumulative amount received from the Government plus any unpaid billings to the Government through the current report date, including amounts applicable to progress or advance payments. In succeeding columns enter the amount expected to be billed to the Government during each period reported (assuming the contract will continue to completion). Amounts will not be cumulative.

10.2.14 Item 14 - Estimated Termination Costs. In the columns provided, enter the estimated costs that would be necessary to liquidate all government obligations if the contract were to be terminated in that period. These entries are the amounts required in addition to the amounts shown in Item 12. Applicable fee/profit should be included. These entries may consist of "rough order of magnitude" estimates and will not be construed as providing formal notification having contractual significance. This estimate will be used to assist the Government in budgeting for the potential incurrence of such cost. On contracts with Limitation of Funds/Obligation clauses, where termination costs are included as part of the funding information in Block 11, enter the amounts required for termination reserve on this line.

### 10.3 Remarks Section.

10.3.1 General. This section shall contain any additional information or remarks which support or explain data submitted in this report. At a minimum, the contractor shall present the following information: (a) explanations of funds changes (refer to paragraphs 10.2.11.6, 10.2.11.8 and 10.3.2); (b) procedures used to develop estimates of open commitments and accrued expenditures (refer to paragraph 10.2.11.4.1); (c) the amount and rationale for any award fee projections included in Item 12 (refer to paragraph 10.2.12.2); (d) explanations of significant changes in the amount or timephasing of actual or projected total contract work authorized (refer to paragraph 10.2.12.5); and (e) any other information deemed significant or noteworthy. The contractor also shall provide a projected contract completion date that supports the funding projections in Item 12.

10.3.2 Changes. The Remarks section shall contain information regarding changes, as indicated below. A change in a line item shall be reported when the dollar amount reported in Item 11, Column k. of this submission differs from that reported in the preceding submission. The movement of dollar amounts from one column to another (Item 11, Columns e. through j.), indicating a change in the firmness of funds requirements, need not be reported in this section. Change reporting shall include the following:

10.3.2.1 The location of the changed entry (page, line, and column);

10.3.2.2 The dollar amount of the change; and

10.3.2.3 A narrative explanation of the cause of each change.

## CLASSIFICATION

## CONTRACT FUNDS STATUS REPORT (Dollars in )

Form Approved

OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS.

|                    |                         |                         |                                            |                             |
|--------------------|-------------------------|-------------------------|--------------------------------------------|-----------------------------|
| 1. CONTRACT NUMBER | 3. CONTRACT FUNDING FOR | 5. PREVIOUS REPORT DATE | 7. CONTRACTOR (Name, address and zip code) | 9. INITIAL CONTRACT PRICE   |
| 2. CONTRACT TYPE   | 4. APPROPRIATION FOR FY | 6. CURRENT REPORT DATE  | 8. PROGRAM                                 | a. TARGET                   |
|                    |                         |                         |                                            | b. CEILING                  |
|                    |                         |                         |                                            | 10. ADJUSTED CONTRACT PRICE |
|                    |                         |                         |                                            | a. TARGET                   |
|                    |                         |                         |                                            | b. CEILING                  |

## FUNDING INFORMATION

| LINE ITEM/WBS ELEMENT<br>a | APPROPRIATION IDENTIFICATION<br>b | FUNDING AUTHORIZED TO DATE<br>c | ACCRUED EXPENDITURES OPEN COMMITMENTS TOTAL<br>d | CONTRACT WORK AUTHORIZED |                      |               | FORECAST                |                     |               | TOTAL REQUIREMENTS<br>k | FUNDS CARRY-OVER<br>l | NET FUNDS REQUIRED<br>m |
|----------------------------|-----------------------------------|---------------------------------|--------------------------------------------------|--------------------------|----------------------|---------------|-------------------------|---------------------|---------------|-------------------------|-----------------------|-------------------------|
|                            |                                   |                                 |                                                  | DEFINITIZED<br>e         | NOT DEFINITIZED<br>f | SUBTOTAL<br>g | NOT YET AUTHORIZED<br>h | ALL OTHER WORK<br>i | SUBTOTAL<br>j |                         |                       |                         |
|                            |                                   |                                 |                                                  |                          |                      |               |                         |                     |               |                         |                       |                         |

## CONTRACT WORK AUTHORIZED (With Fee/Profit) - ACTUAL OR PROJECTED

|                                            | ACTUAL TO DATE |  |  |  |  |  |  |  | AT COMPLETION |
|--------------------------------------------|----------------|--|--|--|--|--|--|--|---------------|
| a. OPEN COMMITMENTS                        |                |  |  |  |  |  |  |  |               |
| b. ACCRUED EXPENDITURES                    |                |  |  |  |  |  |  |  |               |
| c. TOTAL (12a + 12b)                       |                |  |  |  |  |  |  |  |               |
| 13. FORECAST OF BILLINGS TO THE GOVERNMENT |                |  |  |  |  |  |  |  |               |
| 14. ESTIMATED TERMINATION COSTS            |                |  |  |  |  |  |  |  |               |
| 15. REMARKS                                |                |  |  |  |  |  |  |  |               |

10/19/6

DI-MGMT-81468

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

[illegible]

## Data Item Description

Title: Product Support Management Plan (PSMP)

Number: DI-AP-NSGI-A013  
NIMA Office Responsible: AP

Approval Date:

Use/relationship:

The PSMP describes the entire process, including intermediate steps and sections, recommended to develop the final proposed product support strategy. The PSMP will be used to coordinate across NIMA and the constituent contractor work force to ensure Reliability, Sustainability, and Availability (RSA) goals and objectives are satisfied throughout the life cycle of National System for Geospatial Intelligence (NSGI), from requirements formulation through development, integration, testing, and delivery, and into the operations and sustainment phases for each block and spiral.

Proposed Data Item Description (DID): This is a one-time DID.

Requirements:

1. Format: The PSMP shall be in Contractor format. The PSMP shall be in textual, tabular, and graphic form suitable for analysis, presentation, coordination, and decision-making. The PSMP shall be maintained in Microsoft office products using Word, Excel, and PowerPoint, as appropriate for the intended audience.

2. Content: The PSMP shall address and include the following requirements:

2.1 Front Matter:

- Cover Page
- Summary of Changes
- Executive Summary
- Table of Contents
- References

2.2 System Description. Provide overall information regarding NSGI as a system or commodity group sufficient to acquaint the reader/audience with the scope, mission, and unique aspects of the program/system/commodity group. This section should address, at minimum, the following elements:

- System or Product Group description
- Inventory projections
- Support concept. Describe existing maintenance concept, supply management strategy, and any other Integrated Logistics Support elements applicable to describe the overall support process.
- Unique technologies, especially as they affect supportability (e.g. unique integration of commercial-off-the-shelf (COTS) technologies, and mission specific capabilities)
- Existing support arrangements
- System phase out/migration plan (consistent with CDRL A002, NSGI System Transition Plan)

2.3 Configuration Management (CM) Baselines. In order to develop a Product Support Strategy aimed at ensuring meaningful, best value sustainment over the life cycle, the following CM Baselines will be available and managed by the respective constituent contractors:

## Product Support Management Plan (PSMP)

- Requirements Baseline: Quantified operational performance requirements to be delivered to the operational environment. This will include mission and system reliability, supportability, and availability goals. Includes a comparison of performance objective (planned) vs. actual (designed/delivered). The Operational Requirements Document (ORD), System Needs Requirements (SNR), and the GeoScout block Implementation Plan (CDRL A005) are the references for developing this baseline. The Requirements Baseline will be managed by the Enterprise Engineering Contractor and will be provided to the development/integration (i.e., GeoScout) contractor.
- Development Baseline: Logical and physical components of the as-built/to-be-delivered capability (system, subsystem, or effectivity) that provides the hardware/software configuration(s), tailoring options for site-specific installations, sizing parameters (bill of materials, scalability parameters, and redundancy features), functional and technical interfaces, security controls, and data repositories and formats. The Development Baseline includes traceability to the Requirements Baseline to ensure all critical requirements and components are included and accounted for in each instantiation of the system to be delivered. The Development Baseline will be the focus of CM functional audit and independent verification and validation. The GeoScout contractor shall develop and maintain the development baseline.
- Operational Baseline: Physical components of the as-delivered/as-installed capability (system, component, or effectivity) that provides the hardware/software inventory, site-specific installation configuration, selected sizing parameters per installation, installed physical interfaces, security devices and procedures, and physical data stores and data representations. The Operational Baseline is managed by the Operations and Support (O&S) contractor and will be the focus for physical audits and performance/security monitoring.

2.4 Reliability, Supportability, and Availability (RSA) Analysis. RSA objectives such as Mean Time Between Failure (MTBF) and Mean Time to Repair (MTTR) shall be established and documented for each CM baseline. Other RSA measures, goals and objectives should be documented and assessed vs. actual as necessary, with analysis and conclusions regarding shortfalls.

2.5 Product Support Strategy Development. Document a proposed product support strategy based on a comprehensive assessment of cost, performance, and RSA data stated in the CM Baselines. The proposed strategy shall identify the primary target areas for implementation of/transition to reengineered product support concepts and strategies, and will describe the proposed strategy in terms of specific planned initiatives and overall support concept, including milestones necessary to achieve those objectives.

- Identify the high-risk sustainment areas, cost drivers, and RSA objectives, potential performance shortfalls, and potential RSA problem areas.
- Identify those areas needing special attention in developing a viable, effective, best value Product Support Strategy
  - Include, at minimum, a systematic discussion of each product support element (Vendor Support, Third Party Support, Retail Supply Management, Technical Data Management, etc.).
  - For each product support element, identify the following:
    - High support cost drivers.
    - Current and planned cost reduction initiatives.
    - RSA concerns.
    - Potential performance shortfalls/risks, compared to performance objective targets.
    - Analysis as to the extent the performance shortfall/risk can be mitigated by alternative supportability strategies. The analysis includes the level of

## Product Support Management Plan (PSMP)

supportability required based on demonstrated cost-performance trades for optimal resource commitment/demand.

- Document a composite assessment of required support elements, per the above analyses.
  - Identify supportability requirements, and candidate Product Support implementation alternatives to alleviate or eliminate the identified shortfalls/risks.
  - More than one solution can be listed for each product support element.
  - Include "targets of opportunity" sustainment functions that may not have cost, performance, or RSA concerns but are nevertheless prime candidates for implementation of/transition to reengineered product support strategies.
  - Include, at minimum, for each identified problem support area/target of opportunity:
    - The proposed product support concepts/processes to be considered to alleviate/eliminate the shortfall or mitigate the risk.
    - Transition to new support concepts and process improvements, with supporting rationale.
- Document the Decision Criteria Assessment
  - Assess each proposed product support concept/process against the legislative, regulatory, and other decision criteria listed in a "Product Support Decision Matrix".
  - The purpose of this assessment is to determine which product support strategies proposed earlier in this section are in fact viable considering such factors as legislative (e.g. Title 10), regulatory (e.g. A-76), policy (e.g. Outsourcing).
  - The output of this section is the optimum Product Support strategy for the System/Product.

### 2.6 Product Support Strategy

- Document the recommended Product Support Strategy, in format and content suitable for Government corporate review and approval at the appropriate level forum. Before the strategy can be finalized, any conflicts between the proposed product support strategy and existing Government support processes must be resolved.
- The final product support strategy shall include:
  - Detailed and specific roles and responsibilities for each constituent contractor and Government entity responsible for product support during each phase of the program: enterprise engineering, system engineering, system development, system integration, testing, validation and verification, maintenance, operations, support, training, system administration, and security management.
  - Coordinated approach to hardware and software maintenance, specifically addressing software change policy and authority.
  - Software version controls.
  - Product support during testing (consistent with the System Development Test Plan (SDTP), CDRL A014
  - Proposed sparing levels and procurement/positioning strategy for spares and repair parts
  - Proposed diagnostic, fault isolation and repair tools.
  - Licensing strategy for COTS products, to include break-point analysis and vendor maintenance agreements.
  - Summary of training for customer, operator, and maintainer personnel. The detailed training plan shall be provided in CDRL A015.
  - Support to sites, including domestic, foreign, and forward-deployed.



## Product Support Management Plan (PSMP)

- Security controls and clearances for maintenance tasks and maintenance personnel.
- Support during test and evaluation and transition to operational environments.

### 2.7. Product Support Execution Plan

- Describe the overall process, involving both the constituent contractors and the Government that will be used to manage and execute the Product Support Strategy. Include:
  - Objectives, policies, and general management procedures
  - Organizational structure, to include positions, functions, responsibilities and authorities of those responsible for product support
  - List major contractors and subcontractors and, for each, the method for ordering and controlling the accomplishment of work, contract and organizational interfaces, management controls, service level agreements, and metrics
  - For each technical and functional interface, document the sharing of responsibilities for each side of the interface to ensure seamless coordination and communications of product support activities
  - Identify enterprise level and system level tools and reporting methodologies for isolating, tracking, and resolving system failures and malfunctions tied to maintenance and repair activities
- Develop, maintain, and report performance metrics on Product Support management and execution that will be used for subsequent process improvement initiatives by the constituent contractors and the Government. Include Product Support metrics in the Metrics Management Plan, CDRL A011.
- Include major milestones for Product Support, e.g., Functional Configuration Audits (FCA), training and transition events, and others key activities in the Contract Master Schedule, CDRL A009.

### 2.8 Glossary of Terms and Acronyms

End CDRL DI-AP-NSGI-A013

# System Development Test Plan (SDTP)

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               | B. EXHIBIT<br>TBD                                     |                                             | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> _____                                                                                                                                                                                                                |                               |              |  |                |   |  |  |  |       |     |       |                    |  |   |   |  |
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| D. SYSTEM/ITEM<br>GEOSCOU PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                               |                                                       | E. CONTRACT/PR NO.                          |                                                                                                                                                                                                                                                                        | F. CONTRACTOR<br>TBD          |              |  |                |   |  |  |  |       |     |       |                    |  |   |   |  |
| 1. DATA ITEM NO.<br>A014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | 2. TITLE OF DATA ITEM<br>System Development Test Plan |                                             |                                                                                                                                                                                                                                                                        | 3. SUBTITLE                   |              |  |                |   |  |  |  |       |     |       |                    |  |   |   |  |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A014 (See Item 16)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                                                       | 5. CONTRACT REFERENCE<br>SOW Paragraph 4.10 |                                                                                                                                                                                                                                                                        | 6. REQUIRING OFFICE<br>NIMA/A |              |  |                |   |  |  |  |       |     |       |                    |  |   |   |  |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 9. DIST STATEMENT<br>REQUIRED | 10. FREQUENCY<br>SEE ITEM 16                          | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16 | 14. DISTRIBUTION                                                                                                                                                                                                                                                       |                               |              |  |                |   |  |  |  |       |     |       |                    |  |   |   |  |
| 8. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               | 11. AS OF DATE<br>SEE ITEM 16                         | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16 | <table border="1"> <tr> <th colspan="2">a. ADDRESSEE</th> <th colspan="3">b. COPIES</th> </tr> <tr> <th colspan="2"></th> <th>draft</th> <th>reg</th> <th>final</th> </tr> <tr> <td colspan="2">NIMA/A (T. ANDERS)</td> <td>5</td> <td>5</td> <td></td> </tr> </table> |                               | a. ADDRESSEE |  | b. COPIES      |   |  |  |  | draft | reg | final | NIMA/A (T. ANDERS) |  | 5 | 5 |  |
| a. ADDRESSEE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               | b. COPIES                                             |                                             |                                                                                                                                                                                                                                                                        |                               |              |  |                |   |  |  |  |       |     |       |                    |  |   |   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               | draft                                                 | reg                                         | final                                                                                                                                                                                                                                                                  |                               |              |  |                |   |  |  |  |       |     |       |                    |  |   |   |  |
| NIMA/A (T. ANDERS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               | 5                                                     | 5                                           |                                                                                                                                                                                                                                                                        |                               |              |  |                |   |  |  |  |       |     |       |                    |  |   |   |  |
| 16. REMARKS<br><br>Item 4: The System Development Test Plan shall conform to direction and guidance provided in the NIMA Test and Evaluation Master Plan (TEMP), DoDIIS certification requirements, joint certification requirements, and security accreditation policies and procedures.<br><br>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.<br><br>Item 10: This CDRL will accompany the Block Implementation Plan, CDRL A005, and updated with each change to the development baseline as necessary.<br><br>Item 12: First Submittal for Block I 90 days after contract award.<br><br>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.<br><br>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs. |                               |                                                       |                                             |                                                                                                                                                                                                                                                                        |                               |              |  |                |   |  |  |  |       |     |       |                    |  |   |   |  |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |                                                       |                                             |                                                                                                                                                                                                                                                                        |                               |              |  | J. DATE        |   |  |  |  |       |     |       |                    |  |   |   |  |

|                           |
|---------------------------|
| 17. PRICE GROUP           |
| 18. ESTIMATED TOTAL PRICE |
| \$0.00                    |

System Development Test Plan (SDTP)

**Data Item Description**

Use Test Plan DID, DI-NDT1-80566

# CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| 4. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                               | B. EXHIBIT<br>TBD                                        |                                             | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> _____ |                               |
| D. SYSTEM/ITEM<br>GEOSCOU PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |                                                          | E. CONTRACT/PR NO.                          |                                                         | F. CONTRACTOR<br>TBD          |
| 1. DATA ITEM NO.<br><br>A015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               | 2. TITLE OF DATA ITEM<br><br>TRAINING PLAN AND MATERIALS |                                             |                                                         | 3. SUBTITLE                   |
| 4. AUTHORITY (Data Acquisition Document No.)<br>SEE BLOCK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                                                          | 5. CONTRACT REFERENCE<br>SOW Paragraph 4.11 |                                                         | 6. REQUIRING OFFICE<br>NIMA/A |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 9. DIST STATEMENT<br>REQUIRED | 10. FREQUENCY<br>SEE ITEM 16                             | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16 | 14. DISTRIBUTION                                        |                               |
| 3. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               | 11. AS OF DATE<br>SEE ITEM 16                            | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16 | b. COPIES                                               |                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |                                                          |                                             | a. ADDRESSEE                                            | final                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |                                                          |                                             | draft                                                   | reg repr                      |
| 16. REMARKS<br><br>Item 4: The contractor shall comply with the National Imagery & Mapping College (NIMC) Standard Operating Procedures (USIGS System Training Master Plan (USTMP), Appendix I and II) for the development of this CDRL.<br><br>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.<br><br>Item 10: This CDRL will accompany the Block Implementation Plan, CDRL A005, and updated with each change to the development baseline as necessary.<br><br>Item 12: First Submittal for Block I 90 days after contract award.<br><br>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.<br><br>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs. |                               |                                                          |                                             | NIMA/A (T. ANDERS)                                      |                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |                                                          |                                             |                                                         |                               |
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| PREPARED BY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               | H. DATE                                                  |                                             | I. APPROVED BY                                          |                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |                                                          |                                             | J. DATE                                                 |                               |

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|---------------------------|
| 17. PRICE GROUP           |
| 18. ESTIMATED TOTAL PRICE |
| \$0.00                    |

**APPENDIX I****NIMC STANDARD OPERATING PROCEDURES  
NIMC STANDARD OPERATING PROCEDURES 99-001**

SUBJECT: Lesson Plan Preparation

1. Purpose. To establish policy and procedures for the preparation of the National Imagery & Mapping College (NIMC) lesson plans.
2. Cancellation. Not applicable
3. Applicability. This SOP applies to all lesson plans prepared after 1 June 1999.
4. Policy. Instruction provided by NIMC will be in accordance with approved Course Content Documents (CCDs). Following review by the Technology Integration Office (TRT) for format and completeness NIMC school Deans will approve lesson plans for their respective subject matter areas. Lesson plans will be developed/approved in advance of course start dates.
  - a) Each lesson plan will consist of the following components (See enclosure):
    - 1) Cover Sheet
    - 2) Course Name/Course Number/Lesson Number

Lesson numbers (e.g., 412-101-C-010) are a composite of the course number, which is derived from the DoD occupational coding structure, in this case 412-101, the designated instructional annex, in this case C, and a three digit number for the specific lesson, in this case 010. Lesson numbers are assigned in increments of 10; thus, lesson 9 would be 412-101-C-090. As a course is revised, insertion of a lesson between existing lessons will result in a lesson number with an increment less than 10 (e.g., 412-101-C-085).

- 3) Table of Contents
- 4) Lesson Requirements Sheet
  - (a) Lesson information (course title, lesson title, and scope/objective of the lesson).
  - (b) Length of lesson
  - (c) Training aids/devices required
  - (d) Student materials and equipment required
  - (e) Special requirements
  - (f) Lesson references
- 5) Lesson Outline- The lesson outline is in columnar format with the following parts required:
  - (a) Introduction
  - (b) Learning Objective(s)
  - (c) Teaching Points
  - (d) Instructional Tactics
  - (e) Demonstration (if applicable)
  - (f) Lead Trough Practical Exercise (LTPE) (if applicable)
  - (g) Student Practical Exercise (SPE) (if applicable)

40

- (h) Summary
    - (i) Examination (if applicable)
  - b) Schools will change current lesson plans to the required format and content areas as courses/lessons are revised. There is no requirement to make changes unless revision is needed.
5. Responsibilities and Procedures.
- a) Deans of Schools:
    - 1) Ensure all courses have lesson plans that are derived from approved course content documents.
    - 2) Ensure lesson plans are in accordance with this SOP.
  - b) Technology Integration Office (TRT):
    - 1) Provide guidance in development of lesson plans.
    - 2) Assign course and lesson numbers to all NIMC courses/lessons.

DAVID A. BROADHURST

Director, National Imagery and Mapping College

## APPENDIX II

## NIMC SOP FOR TRAINING PLAN DEVELOPMENT

DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, DC 20340-5200REGULATION NO. 24-11  
10 APRIL 1995

## ENCLOSURE 8

## TRAINING MANAGEMENT PLAN (TMP) OUTLINE

1. **Purpose:** - (What is this plan attempting to accomplish?)
2. **References:** - (What reference is pertinent to understanding this plan and the project or system involved?)
3. **Training Planning**  
**Organization:** - (Who is the program/project management officer (PMO)? Who is the PMO training point of contact (PCO)?)
4. **System Description:** - (Describe in general terms what the system does. Who operates it?)
5. **Supporting Organizations:** - (What Government and private sector (contractor) organizations are involved? Unified Commands? Services? DIA Directorates?)
6. **Assumptions/Factors:** - (What assumptions or facts underlie project? [may be divided into separate paragraphs: Assumptions and Facts])
7. **Training Mission:** - (Describe in general terms what the overall goal and objectives are for training.)
8. **Training Requirements:** - (This section more clearly defines the actual training requirements, skill levels, target population, etc.)
9. **Training Execution:**
  - a) Training concept: - (What is the overall training strategy? How is "surge" or initial training handled? What is the plan for "steady state" or sustainment training? Etc.)
  - b) Courses: - (Initially a projection of the training requirement, its subject coverage, and time, later validated and verified by analysis and design [initial estimates are useful for planning and caution is advised that these projects are revised as training analysis and design occurs]).
10. **Organizational Responsibilities:** - Training management is a shared activity (none of us is as strong as ALL of us), with the program/project manager responsible for the overall development, to include training. Support activity work within their functional roles to ensure system and training success.
  - a) Program Management Office
  - b) Joint Military Intelligence Training Center/DAJ
  - c) Directorate for Information Systems/DS
  - d) Services
  - e) Commands

11. **Resources:** - (What funding supports the project? Is funding for training allocated? What classrooms are available? Are instructors available?)
12. **Contacts:** - (Point of contact, such as the program or project manager, the PMO's trainer, the budget officer, etc.)



## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | B. EXHIBIT<br>TBD                                    | C. CATEGORY:<br>TDP _____ TM _____ OTHER_X_____ |                                            |                                                               |                                                    |
| J. SYSTEM/ITEM<br>GEOSCOU PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | E. CONTRACT/PR NO.                                   | F. CONTRACTOR<br>TBD                            |                                            |                                                               |                                                    |
| I. DATA ITEM NO.<br><br>A016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2. TITLE OF DATA ITEM<br><br>Program Protection Plan | 3. SUBTITLE                                     |                                            |                                                               |                                                    |
| K. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | L. CONTRACT REFERENCE<br>SOW Paragraph 4.14          | M. REQUIRING OFFICE<br>NIMA/A                   |                                            |                                                               |                                                    |
| N. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | O. DIST STATEMENT<br>REQUIRED                        | P. FREQUENCY<br>SEE ITEM 16                     | Q. DATE OF FIRST SUBMISSION<br>SEE ITEM 16 | R. DISTRIBUTION<br><br>a. ADDRESSEE<br><br>NIMA/A (T. ANDERS) | S. COPIES<br><br>final<br>draft reg repr<br>5    5 |
| T. APP CODE<br>Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | V. AS OF DATE<br>SEE ITEM 16                         | X. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16      |                                            |                                                               |                                                    |
| I6. REMARKS<br><br>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.<br><br>Item 10: This CDRL will accompany the Block Implementation Plan, CDRL A005, and updated with each change to the development baseline as necessary.<br><br>Item 12: First Submittal for Block I 90 days after contract award.<br><br>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.<br><br>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs. |                                                      |                                                 |                                            |                                                               |                                                    |
| 15. TOTAL ----->                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                      |                                                 |                                            |                                                               |                                                    |
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| PREPARED BY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                      |                                                 |                                            |                                                               |                                                    |
| H. DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                      |                                                 |                                            |                                                               |                                                    |
| I. APPROVED BY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                      |                                                 |                                            |                                                               |                                                    |
| DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                      |                                                 |                                            |                                                               |                                                    |

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|------------------------------|
| 17. PRICE GROUP              |
| 18. ESTIMATED<br>TOTAL PRICE |
| \$0.00                       |

## Data Item Description

**Title:** Program Protection Plan (PPP)

**Number:** DI-AP-NSGI-A016

**NIMA Office Responsible:** APS

**Approval Date:**

### Use/relationship:

The Program Protection Plan (PPP) is a high level protection and technology control management plan established to identify and protect classified and other sensitive information, personnel, data, technology, facilities and hardware from foreign intelligence collection or unauthorized disclosure. The goal of the program is to selectively and effectively apply security countermeasures to protect essential information, reduce costs, and reduce administrative burden of security. The scope of the PPP is for the entire life cycle of the GeoScout Program.

The PPP is an evolving document updated over the life of an acquisition program. It is expected that the contractor and the Program Office will work together to further tailor the document keeping within the scope of the contract.

At the start of the contract, the PPP is a high level document that should identify the Critical Program Information (CPI) categories and contain an overall protection strategy for the contractors proposed system view of the Enterprise Architecture. Detail is required only for those instances where pilots, prototypes, models and simulations, and associated IT infrastructure implemented by the contractor during this contract are identified as containing CPI. As block Implementation Plans (CDRL A005) are developed over the course of the contract, the PPP should be updated with the appropriate level of detail for the evolutionary blocks, and spirals within blocks, which the contractor will deliver.

This DID contains the format, content, and intended use of the information for the product resulting from the work task described in the contract SOW.

### Proposed Data Item Description (DID): This is a one-time DID -- Program Protection Plan Requirements:

1. Reference documents.
  - DoD 5200.1-M, Acquisition Systems Protection Program, 16 March 1994
  - DoDD 5200.39, Security, Intelligence and Counterintelligence Support to Acquisition Program Protection, 10 September 1997.
2. Format. The PPP shall follow the outline provided in Section 3.
3. Content. The PPP shall address the following items (from DoD 5200.1-M):
  - 3.1. Systems Description (DoD 5200.1-M, Chapter 3, Section D). The system description should provide the reviewer with a clear indication of the capabilities and limitations of the systems being proposed. Shall discuss (as appropriate) employment, impact, distinguishing features of the system and the functional, operational, and technical parameters of systems that are an integral part of the system.
  - 3.2. Program Information (DoD 5200.1-M, Chapter 3, Section E). Shall discuss the organization and structure of the office responsible developing and fielding the acquisition system.
  - 3.3. Critical Program Information (CPI) (DoD 5200.1-M, Chapter 3, Section F and DoDD 5200.39). Shall identify and describe those items that, if compromised, would cause a degradation of effectiveness, decreases effective lifetime, or allow a foreign activity to clone, destroy or neutralize the system.
  - 3.4. Vulnerability to Intelligence Collection. Shall identify vulnerabilities of the CPI to the threat (s) in a given environment. The CPI shall be placed in priority sequence as described in DoD 5200.1-M, Chapter 3, Section G.
  - 3.5. Foreign Intelligence Collection Threat (DoD 5200.1-M, Chapter 3, Section H). A high level overview of potential threats to the NSGI and respective infrastructures. (The contractor shall identify relevant Government Furnished Information (GFI) necessary to document the foreign intelligence collection threat.)
  - 3.6. Countermeasures Concept (DoD 5200.1-M, Chapter 3, Section I). Statement of the overall approach for applying countermeasures to eliminate or reduce the projected vulnerabilities of each CPI.

## Program Protection Plan (PPP)

- 3.7. Cost of Protection (DoD 5200.1-M, Chapter 3, Section J). Costs data associated with countermeasures and other protection efforts and shall be differentiated by security disciplines and subcategories (e.g. physical security, personnel, services, and equipment). The cost data shall be consistent with and included in the Life Cycle Cost Estimate (LCCE) (CDRL A003) and the block Business Case (CDRL A004).
- 3.8. Time or Event-Phase Security Classification Guide (DoD 5200.1-M, Chapter 4). Developed in accordance with DoD 5200.1-H and shall not be finalized until the system's CPI have been identified.
- 3.9. Technology Assessment Control Plan (TA/CP) (DoD 5200.1-M, Chapter 5) – Developed in accordance with DoD 5200.1-M, Chapter 5. The TA/CP identifies and describes sensitive program information; the risks involved in foreign access to the information; the participation in the program of foreign sales of the resulting system; and the development of access controls and protective measures as necessary to protect the U.S. technological or operational advantage represented by the system.

End DID DI-AP-NSGI-A016

### CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                   |  | B. EXHIBIT<br>TBD                                          |                                             | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> _____ |                                             |
| D. SYSTEM/ITEM<br>GEOSCOU PROGRAM                                                                                                                  |  |                                                            | E. CONTRACT/PR NO.                          |                                                         | F. CONTRACTOR<br>TBD                        |
| 1. DATA ITEM NO.<br><br>A017                                                                                                                       |  | 2. TITLE OF DATA ITEM<br><br>Security Classification Guide |                                             |                                                         | 3. SUBTITLE                                 |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A017                                                                                    |  |                                                            | 5. CONTRACT REFERENCE<br>SOW Paragraph 4.14 |                                                         | 6. REQUIRING OFFICE<br>NIMA/A               |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                        |  | 9. DIST STATEMENT<br>REQUIRED                              |                                             | 10. FREQUENCY<br>SEE ITEM 16                            | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16 |
| 8. APP CODE<br>Yes                                                                                                                                 |  | 11. AS OF DATE<br>SEE ITEM 16                              |                                             | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16             |                                             |
| 14. DISTRIBUTION                                                                                                                                   |  |                                                            |                                             |                                                         |                                             |
| a. ADDRESSEE                                                                                                                                       |  |                                                            |                                             |                                                         |                                             |
| b. COPIES                                                                                                                                          |  |                                                            |                                             |                                                         |                                             |
| draft reg final repr                                                                                                                               |  |                                                            |                                             |                                                         |                                             |
| 16. REMARKS                                                                                                                                        |  |                                                            |                                             |                                                         |                                             |
| Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.                      |  |                                                            |                                             |                                                         |                                             |
| Item 10: This CDRL will accompany the Block Implementation Plan, CDRL A005, and updated with each change to the development baseline as necessary. |  |                                                            |                                             |                                                         |                                             |
| Item 12: First Submittal for Block I 90 days after contract award.                                                                                 |  |                                                            |                                             |                                                         |                                             |
| Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.                                  |  |                                                            |                                             |                                                         |                                             |
| Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs.                                                                            |  |                                                            |                                             |                                                         |                                             |
| 15. TOTAL ----->                                                                                                                                   |  |                                                            |                                             |                                                         |                                             |
| 5 5                                                                                                                                                |  |                                                            |                                             |                                                         |                                             |
| PREPARED BY                                                                                                                                        |  | H. DATE                                                    |                                             | I. APPROVED BY                                          |                                             |
|                                                                                                                                                    |  |                                                            |                                             | J. DATE                                                 |                                             |

## Security Classification Guide (SCG)

### Data Item Description

Title: Security Classification Guide (SCG)

Number: DI-AP-NSGI-A017  
NIMA Office Responsible: APS

Approval Date:

Use/relationship:

The goal of the GeoScout Classification Guide is to establish a uniform classification levels for frequently recurring items of national security information being processed within the GeoScout era of the NSGI. The development of the Guide is closely related to development of the GeoScout Program Protection Plan. The guide is dependent upon the identification of Critical Program Information (CPI). The guide shall be time or event-phased, that is, it may be necessary to update the Guide upon development or operation of GeoScout Spirals or Blocks, when no appropriate classification for an information item can be found in the Guide.

Employees who create information that requires classification are authorized to classify that information by citing the Guide. Original classification authority is not required for individuals using the Guide.

The GeoScout Classification Guide must be provided to SIS for development of appropriate appendixes to the NIMA Security Classification Guide.

Proposed Data Item Description (DID):

One time DID – Security Classification Guide – This DID may require updates as development proceeds.

Requirements:

1. Reference Documents.

PN 5210.3R1, Policy Notice for Classification Guides by Program, NIMA, Approved: 1 November 2001 Reorganization

National Imagery and Mapping Agency's Security Classification Guide, October 2000, (Change 1, effective 24 October 2001)

DoD Directive 5105.60, National Imagery and Mapping Agency (NIMA), 11 October 1996.

DoD 5200.1-R, Information Security Program, January 1997.

DoD 5200.1-H, Handbook for Writing Security Classification Guidance, November 1999.

2. Format.

The GeoScout Security Classification Guide shall follow the outline provided in Section 3.

3. Content.

## Security Classification Guide (SCG)

The GeoScout Classification Guide must identify the specific features or critical elements of information within the GeoScout Program Blocks and Spirals that require classification; the classification, the rationale for classifying them; and the length of time for which they must be classified.

End DID DI-AP-NSGI-A017

## System Security Authorization Agreement (SSAA)

## CONTRACT DATA REQUIREMENTS LIST (CDRL)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. in Block E.

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| A. CONTRACT LINE ITEM NO.<br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | B. EXHIBIT<br>TBD                                                           |                                               | C. CATEGORY:<br>TDP _____ TM _____ OTHER <u>X</u> _____ |                                                       |
| D. SYSTEM/ITEM<br>GEOSCOU PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                             | E. CONTRACT/PR NO.                            |                                                         | F. CONTRACTOR<br>TBD                                  |
| 1. DATA ITEM NO.<br><br>A018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | 2. TITLE OF DATA ITEM<br><br>SYSTEM SECURITY AUTHORIZATION AGREEMENT (SSAA) |                                               |                                                         | 3. SUBTITLE<br><br>BLOCK "N" SPIRAL "Y" (SEE ITEM 16) |
| 4. AUTHORITY (Data Acquisition Document No.)<br>DI-AP-NSGI-A018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                             | 5. CONTRACT REFERENCE<br>SOW Paragraph 4.14.1 |                                                         | 6. REQUIRING OFFICE<br>NIMA/A                         |
| 7. DD 250 REQ<br>SEE BLK 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | 9. DIST STATEMENT<br>REQUIRED                                               |                                               | 10. FREQUENCY<br>SEE ITEM 16                            | 12. DATE OF FIRST SUBMISSION<br>SEE ITEM 16           |
| 8. APP CODE<br>YES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | 11. AS OF DATE<br>SEE ITEM 16                                               |                                               | 13. DATE IF SUBSEQUENT SUBM.<br>SEE ITEM 16             |                                                       |
| 16. REMARKS<br><br>Item 3: Replace "N" with the Block number (I, II, III, etc.) and "Y" with the Spiral identification (contractor format).<br><br>Item 7: Government will provide letter of approval 45 days after delivery of First Submission and each Subsequent Submission.<br><br>Item 10: The draft CDRL will accompany the Block Implementation Plan, RL A005. This CDRL is required to accompany each incremental spiral development intended to operate in a Government-controlled facility, to include the NIMA Pre-Production Environment (NPE), the NIMA Integrated Test Facility (ITF), and any operating location of the National System for Geospatial Intelligence (NSGI).<br><br>Item 12: First Submittal for Block I 30 days after contract award. This CDRL is incrementally updated as the development and delivery progresses. The final CDRL is required for Government approval no later than 30 days prior to the installation of system capability in a Government-controlled facility as described in Item 10.<br><br>Item 13: Subsequent Submissions will be based on the NIMA approved schedule and in accordance with Item 10 above.<br><br>Item 14: Both draft and final deliveries shall be 5 hardcopy and 3 CDs. |  |                                                                             |                                               |                                                         | 14. DISTRIBUTION                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                             |                                               |                                                         | a. ADDRESSEE<br><br>NIMA/A (T. ANDERS)                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                             |                                               |                                                         | 15. TOTAL -----> 5 5                                  |
| PREPARED BY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                             | H. DATE                                       |                                                         | I. APPROVED BY                                        |
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|                                            |
|--------------------------------------------|
| 17. PRICE GROUP                            |
| 18. ESTIMATED<br>TOTAL PRICE<br><br>\$0.00 |

## Data Item Description

**Title:** System Security Authorization Agreement (SSAA)

**Number:** DI-AP-NSGI-A018

**Approval Date:**

**NIMA Office Responsible:** APS

### Use/relationship:

The System Security Authorization Agreement (SSAA) should describe the system and provide details surrounding its operation in a secure environment. It should include detailed descriptions of the system in question with regard to security configuration, internal and external connectivity, security countermeasures, threats and vulnerabilities, security administration, and physical layout.

The key to the DoD Information Technology Security Certification and Accreditation (C&A) Process (DITSCAP) is the SSAA, an agreement among the five SSAA principals (the GeoScout Program Manager, the Designated Accrediting Authority (DAA), the Certifier/DAA Representative, Information Owner/User Representative, and the Enterprise Transformation Directorate, Director of the Enterprise Services Office [D/ES]), who own the process and who resolve critical schedule, budget, security, functionality, and performance issues. All information relevant to the C&A process is listed in the SSAA. Other supporting documents, for example, the Security Requirements Traceability Matrix (SRTM), the Trusted Facility Manual (TFM), and Test Plan and Procedures, which may be required to support the C&A process, are listed as appendixes to the SSAA. The five SSAA principals prior to System Requirements Review (SRR) must approve the initial SSAA.

The five SSAA principals tailor the SSAA to meet the operational requirements and security policies of the information system (IS) and provide prudent risk management strategies for its operation. Other key players, such as Information System Security Managers (ISSMs), Information System Security Officers (ISSOs), and Security Engineers support the SSAA principals as needed throughout the IS development process. The SSAA format is flexible enough to permit appropriate adjustments throughout the IS's life cycle, as conditions warrant. In some cases, a single SSAA may include several systems. Laptop and stand-alone ISs (complexity levels 1 and 2) require a Security Plan in lieu of an SSAA. NIMA industrial sites use the Intelligence Community (IC) System Security Plan (SSP) template adopted by the IC in order to provide a standard template for contractors supporting multiple IC agencies. NIMA complexity levels, which determine the documentation requirements, are outlined in NIMA Instruction (NI) 8010.3R3, appendix 3.

The set of documents required for GeoScout may vary from block to block, and will be negotiated among the respective SSAA principals during Phase 1, Definition, of the C&A process, then again during recertification in Phase 4. The documents are listed in the table in NIMA Instruction (NI) 8010.3R3, Appendix 4.

**Proposed Data Item Description (DID):** One-time DID -- System Security Authorization Agreement

### Requirements:

1. Reference documents.



NI 8010.3R3, NIMA Instruction for Certification and Accreditation of Information Systems, 19 September 2002

2. Format. The SSAA shall follow the outline provided in Section 3.
3. Content. The NIMA SSAA template available from NIMA security certification organization should be used to prepare the SSAA. The following outline from the current NIMA template is provided for information only; the most current version of the NIMA template shall be used:
  - 3.1. Front matter. The front matter consists of a cover page, table of contents, Revisions/Change Log, SSAA – Agreement/Cover letter; and SSAA – Introduction
  - 3.2. Section 1, Information System General Information. This section includes security administration (system information and system key personnel); IS equipment procurement, property accountability, and dual accreditation (if the system is to be connected to a system accredited by another accreditation authority).
  - 3.3. Section 2, Secure Facility Description. This section includes floor plan, physical environment, and TEMPEST.
  - 3.4. Section 3, IS Description. This section includes IS usage, IS Concept of Operations (CONOPS), IS Security Concept of Operations (SEC CONOPS), system diagrams (system connection diagram, information flow diagram), data classification, dissemination controls, foreign users, DCID 6/3 Levels of Concern, DCID 6/3 Protection Levels, network connections, IS networking, network operating systems, protocols and file transfer capabilities, indirect connections (i.e., "sneaker-net"), and system design documentation for PL4 and PL5 systems.
  - 3.5. Section 4, Hardware. This section addresses custom-built system hardware, wireless equipment and peripherals, hardware accountability, hardware maintenance procedures, and use of unclassified laptops and personal digital assistants (PDAs) within the secure facility.
  - 3.6. Section 5, Software. This section addresses software security procedures.
  - 3.7. Section 6, Data Storage. This section addresses media types, internal handling, external transfers, IS backup, IS disaster recovery plan, and file transfer/copy to and from media.
  - 3.8. Section 7, Users. This section addresses user access and operation, user credential (e.g., password) management, user groups and access rights, and privileged users.
  - 3.9. Section 8, Security Support Structure, Misc. This section addresses IS availability, IS integrity, exceptions (in accordance with Section 9.f of DCID 6/3), marking and labeling, security awareness program, security features and assurances, security support structure protection, and web protocol and distributed/collaborative computing.
  - 3.10. Section 9, Auditing. This section addresses auditing procedures to monitor access and operation, audit collection, audited information, audited activities, audit failure and system shutdown, audit review, audit queries, and audit trail discrepancies.
  - 3.11. Section 10, Glossary of Terms.
  - 3.12. Appendices. The required appendices are agreed upon by the principals and specified in the SSAA Agreement cover letter. In some cases, the appendices package documents prepared by others (e.g., the Approval to Test, Security Test Report). The following are the set of potential appendices:

## System Security Authorization Agreement (SSAA)

- 3.12.1. Appendix 1: Security Policy
- 3.12.2. Appendix 2: Inter-connection Security Agreement (ISA)
- 3.12.3. Appendix 3: Security Requirements Traceability Matrix (SRTM)
- 3.12.4. Appendix 4: Risk Methodology
- 3.12.5. Appendix 5: Security Test Procedures
- 3.12.6. Appendix 6: Approval to Test (ATT)
- 3.12.7. Appendix 7: Security Test Report (Beta 1)
- 3.12.8. Appendix 8: Beta 1, PMO Security Certification letter (required for the DoD Intelligence Information System [DoDIIS])
- 3.12.9. Appendix 9: Approval to Connect (ATC)
- 3.12.10. Appendix 10: Trusted Facility Manual
- 3.12.11. Appendix 11: Security Test Report (Beta II) (Required for PL2 and above)
- 3.12.12. Appendix 12: Correction of Findings after Beta 2 (before IATO)
- 3.12.13. Appendix 13: Beta 2, PMO Security Certification letter (DoDIIS)
- 3.12.14. Appendix 14: Interim Approval to Operate (IATO)
- 3.12.15. Appendix 15: Final Approval to Operate (FATO)
- 3.12.16. Appendix 16: Floor Plan
- 3.12.17. Appendix 17: System Connection Diagram
- 3.12.18. Appendix 18: Information Flow Diagram
- 3.12.19. Appendix 19: IS Hardware List
- 3.12.20. Appendix 20: IS Software List
- 3.12.21. Appendix 21: System Design Documentation for PL4 & PL5 Systems
- 3.12.22. Appendix 22: Memorandum of Agreement
- 3.12.23. Appendix 23: Co-utilization Agreement

- 3.13. Attachments. Where narrative sections are too lengthy, an attachment can be added in this section.

End DID DI-AP-NSGI-A018

| DATA ITEM DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                        |                                               | Form Approved<br>OMB No. 0704-0188 |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------|------------------------------------|--|
| 1. TITLE<br><br>TEST PLAN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                        | 2. IDENTIFICATION NUMBER<br><br>DI-NDTI-80566 |                                    |  |
| 3. DESCRIPTION/PURPOSE<br>3.1 The Test Plan outlines the plans and performance objectives at every level of testing on systems or equipment. It provides the procuring activity with the test concept, objectives and requirements to be satisfied, test methods, elements, responsible activities associated with the testing, measures required, and recording procedures to be used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                        |                                               |                                    |  |
| 4. APPROVAL DATE<br>(YYMMDD)<br>880413                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5. OFFICE OF PRIMARY<br>RESPONSIBILITY (OPR)<br>G/T213 | 6a. DTIC<br>APPLICABLE                        | 6b. GIDEP<br>APPLICABLE            |  |
| 7. APPLICATION/INTERRELATIONSHIP<br>7.1 The Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.<br>7.2 This DID is applicable to system and equipment tests that include design evaluation tests, engineering tests, preliminary qualification tests, formal qualification tests, human factor tests, operational tests and acceptance tests.<br>(Continued on Page 2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                        |                                               |                                    |  |
| 8. APPROVAL LIMITATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                        | 9a. APPLICABLE FORMS                          | 9b. AMSC NUMBER<br>64379           |  |
| 9. PREPARATION INSTRUCTIONS<br>10.1 <u>General</u> . The test plan shall document in detail the contractor's plan for conducting tests and analyzing the test results to show how the system, when fielded, will satisfy the requirements of the applicable design specification.<br><br>10.2 <u>Format</u> . The plan shall be in the contractor's format.<br><br>10.3 <u>Content</u> .<br>10.3.1 <u>Title page</u> . The title page shall include the following:<br>a. Title of the test to be conducted.<br>b. Identification of system being tested.<br>c. Contractor's name.<br>d. Contract number.<br>e. Security classification.<br>f. Distribution statement.<br><br>10.3.2 <u>Introduction</u> . Consists of an overview of the objectives of the test plan, including flow diagrams, milestones, personnel participation, locations, schedules, and security measures to be observed. The plan shall include the following:<br><div style="text-align: right;">(Continued on Page 2)</div> |                                                        |                                               |                                    |  |
| 10. DISTRIBUTION STATEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                        |                                               |                                    |  |
| DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                        |                                               |                                    |  |

Block 7, APPLICATION/INTERRELATIONSHIP (continued)

7.3 This DID supersedes DI-T-5204.

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Block 10, PREPARATION INSTRUCTIONS (continued)

10.3.3 Flow Diagrams. The flow diagrams will reflect a functional description of the test program using a block diagram portrayal of the functions that must be met to satisfy the total test program. Functions shall be numbered 1.0, 2.0, 3.0, etc.

10.3.4 Milestones. Identifies the start and expected completion dates of each test to be performed.

10.3.5 Participation. Identifies the government and contractor participation roles and responsibilities.

10.3.6 Location. Identifies the facilities where the testing will be performed.

10.3.7 Schedule. States when testing will be performed, whether testing is on schedule, and if not, what procedures will be taken to meet the schedule.

10.3.8 Security. Identify and state briefly any security measures or guidelines to be observed.

10.3.9 Master test list. Lists all tests to be accomplished in the order they are to be performed. A separate listing for each location shall be provided. Each listing shall include the following:

10.3.9.1 Test description. Name and brief description of test to be performed.

10.3.9.2 Applicable specification(s). The specifications shall be identified as follows:

- a. Title and identification number.
- b. Paragraph number associated with the test.
- c. Title of test.
- d. Functional category of test.

10.3.9.3 Parameters. The number of cycles the test will be performed and selected parameters to be observed.

10.3.9.4 Special tests. Provides a list of special or unusual tests and examinations necessary to verify satisfactory equipment performance to specifications.

Block 10. PREPARATION INSTRUCTIONS (continued)

10.3.9.5 Test classification category. State the functional area of each test performed.

10.3.9.6 Test Objectives. Describes the objective of each test performed, including the criteria, baseline, duration, and number of times each test should be performed.

- a. Success/failure criteria.
- b. Baseline.
- c. Duration.
- d. Quantity of test.

10.3.9.7 Test equipment. List all equipment to be used in the test and identify as follows:

- a. Description.
- b. Nomenclature
- c. Serial number.

10.3.9.8 Support equipment. List all support equipment that will be used to perform the tests and identify as follows:

- a. Description.
- b. Nomenclature
- c. Serial Number.
- d. Calibration constants.
- e. Calibration procedures.
- f. Operating instructions.

10.3.9.9 Special test equipment. List all special test equipment required to be designed or fabricated for use on the program as follows:

- a. Description.
- b. Nomenclature.
- c. Date required.

10.3.9.10 Approach. Describes the steps used to perform each test.

10.3.9.11 Instrumentation. Indicates the type and recording devices that will be used and the number and types of parameters to be recorded.

10.3.9.12 Data reduction and analysis. Describes data to be recorded and the data reduction and analysis techniques that will be used to interpret the data.

10.3.9.13 Government test facilities. Identifies applicable facility and includes a reference to the appropriate facility requirements documents.

10.3.10 Validation procedure. An overview of the procedures that the contractor will use to validate the test results.